

Bureau Veritas Certification

OLB Programme Verification

"Origine et Légalité des bois"

(Origin and Legality of Timber and wood products)



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STANDARD FOR FOREST MANAGEMENT



RF03 OLB EF Version 4.0

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Foreword

This Standard was 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 certification standard for Forest management (OLB FM) has been submitted for revision under the coordination of BV Douala. Thus, a second phase of the stakeholder consultation was launched in November 2018 following the first one which was initiated by BV France at the beginning of 2018. The purpose of this revision was to :

- Consider the developments observed in the forestry sector (VPA-FLEGT, EUDR, Due Diligence System, etc.) in recent years.
- Capitalize on auditor feedback from audit experiences and stakeholders.

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The process of revising the OLB system continued with the advent of the new EU regulation on deforestation-free products (EUDR), with the aim of adapting it to this new regulation.

The requirements contained in this standard have been developed for the purposes of verifying the origin and legality of wood products. The criteria and indicators have been designed with the aim of providing a credible guaranteed system on the geographical origin of products and the company's compliance with legal requirements, for all its forestry operations.

This document specifies all the requirements that a forestry company must comply with as well as its forest management activities to provide a credible guarantee on the origin and legality of its products.

In the updated OLB system, the OLB+ (which in the old system was governed by a benchmark attached to the OLB chain of custody standard and which was intended to allow the company to demonstrate that it complies with the additional social and environmental requirements) is now converted into an additional requirements included in this standard, allowing the OLB FM certified company to demonstrate that it additionally complies with, **the EU Regulation on deforestation-free products.**

A - Introduction

This standard is the property of Bureau Veritas Certification, it shall not be reproduced, even partially, without the prior authorization of the owner, and may not be used by other organizations to verify the origin and legality of timber and wood products for forestry companies.

This is a public document of a normative nature that **specifies the requirements** that a forest management system must meet to be known as certified. It has been designed to be used worldwide in any forest context governed by law.

The objective of Bureau Veritas' OLB certification program is to provide timber and wood products to buyers with **a guarantee on the geographical origin of forest products and the management system's compliance with legal requirements.**

With Bureau Veritas' OLB certification audit, forest companies can **prove and provide independent and credible assurance** that forest activities are carried out **legally** and that the **traceability of forest products is ensured** from the forest of origin to the first processing unit or point of sale.

This standard contains the criteria and indicators that need to be verified to ensure that forestry activities are carried out in compliance with the relevant legal requirements. The requirements are defined according to specific criteria (e.g.: "1.2 - The company must demonstrate compliance with national laws, implementing regulations and other administrative requirements concerning forestry operations..."), and then the indicators were developed for the purpose of evaluating performance (e.g.: "1.2.1- The company must provide evidence that the logged forest areas have been legally classified as exploitable forest ... »). However, these indicators are not exhaustive, and overall legal compliance also needs to be assessed.

OLB+ requirements are optional; they are defined as additional requirements in this standard **to enable an OLB-certified company to demonstrate that its wood products are not derived from or contain wood from deforestation or forest degradation.**

B - Scope

This standard applies to any forest management and/or logging company (whether or not it processes wood) and wishes to provide proof that the origin and legality of its products and its activities have been checked by an independent third party.

It applies to all types of logging activities governed by a legal and valid management plan, covering all species harvested. It also applies in forestry contexts where the management plan is not a legal obligation. The activities concern forest inventories and logging operations (road construction, remote sites, mechanical workshops, etc.).

All entities partially or fully responsible for forestry activities included in the scope of the certificate (e.g. inventories, felling, skidding, planting, guarding, etc.) must comply with the requirements of this standard.

The company's responsibility for **the traceability of wood products** is defined **from the felling to the first point of sale or processing plant**. In some cases, traceability requirements can also be extended to subcontractors.

Compliance with the additional OLB+ requirements is an optional additional step, not required for obtaining the OLB certificate. The OLB+ certification was developed to promote deforestation-free wood supply chains. It does not concern the labelling of forest products.

C - Definitions

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.
Assessed forest area :	Total forest area that falls within the scope of the certificate.
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).
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 is satisfied with the stated requirements (ISO/IEC Guide 2).
Consultation	The process by which the organization communicates, consults and/or provides for the participation of interested and/or affected stakeholders, ensuring that their concerns, desires; their expectations, needs, rights and opportunities are taken into account in the establishment, implementation and updating of the management document (Source FSC-STD-01-001 v5.0).
Control strategy:	A process of collective construction of visions, objectives, common projects, with a view to acting or deciding together, which is based on a cooperative dialogue between several stakeholders and aims to build new coordination around one or more problematic objects (Source: Beuret, J. (2013). Consultation (process of). In I. Casillo, R. Barbier, L. Blondiaux, F. Chateauraynaud, J.-M. Fourniau, R. Lefebvre, C. Neveu, & D. Salles (Eds.), Critical and Interdisciplinary Dictionary of Participation, DicoPart (1st edition). GIS Democracy and Participation.)
Crushing wood :	A detailed action plan designed to achieve a specific goal by addressing a problem or threat.
Customary rights:	Refers to roundwood used in the manufacture of pulp, particleboard or fibreboard (Source: ITTO/UNECE/FAO/EUROSTAT-Common Forest Sector Questionnaire _DF-FR-QC: 2017)
Cut log :	Rights resulting from a long series of habitual or customary actions, repeated incessantly, and which, through this repetition and uninterrupted consent, have acquired the force of a law within a geographical or sociological unit (Source: FSC-STD-01-001 V4-0).
Declaration :	The act or result of making something known publicly with confidence, of formulating a speech or writing, or of signaling the existence of a legal situation or fact.

Deforestation :	<p>The conversion of a forest to agricultural purposes, whether man-made or not. Note: Conversion to other purposes such as urban development or infrastructure does not fall within the definition of deforestation. For example, wood from a forest that has been legally harvested to build a road may be eligible to qualify as deforestation-free timber (Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023).</p>
Deforestation-free:	<p>Terminology that characterizes: (a) products that contain wood or that 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).</p>
Discrimination:	<p>The term discrimination includes: (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; (b) any other distinction, exclusion or preference which has the effect of nullifying or impairing equality of opportunity or treatment in respect of employment or occupation, as may be specified after consultation with representative organizations of employers and workers, if any, and other appropriate bodies (Source: ILO Convention No. 111 concerning Discrimination in Respect of Employment and Occupation, 1958).</p>
Documented system :	<p>A set of written procedures.</p>
Equal pay:	<p>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).</p>
Establishing human rights:	<p>Establishing human rights means that the company must take positive steps to facilitate the exercise of applicable fundamental human rights.</p>
External social obligations:	<p>The company's obligations under applicable laws and regulations to the local communities impacted by the company's activities.</p>
Follow-up :	<p>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.</p>
Forced or compulsory labour:	<p>The term forced or compulsory labour means any work or service exacted 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).</p>
Forest degradation:	<p>Structural changes in forest cover, in the form of conversion: - of primary forests or naturally regenerated forests to plantation forests or other wooded lands, or - of primary forests to planted forests (Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023).</p>

Forest site :	A site responsible for a specific forestry activity.
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).
Free, Prior and Informed Consent:	A formal condition by which a person or community can be said to have given consent to an action before it began, based on a clear appreciation and understanding of the facts, implications and future consequences of that action, and the possession of all relevant elements at the time the consent is given. Free, prior and informed consent includes the right to grant, modify, defer or withdraw approval (Source: Preliminary Working Paper on Free, Prior and Informed Consent by Indigenous Peoples (...) (E/CN.4/Sub.2/AC.4/2004/4, 8 July 2004) of the 22nd Session of the United Nations Commission on Human Rights, Sub-Commission on the Promotion and Protection of Human Rights, Working Group on Indigenous Populations, 19–23 July 2004).
Geographical origin :	The forest geographical origin (place of origin) of the wood. It may include different levels of detail, from the forest management unit to the public designation of the area concerned (e.g. nature park XXX, or forest YYY), with all intermediate levels of geographical identification.
Geolocation:	The geographical location of a parcel of land described using latitude and longitude coordinates corresponding to at least one point of latitude and longitude and using at least six decimal digits; For plots of more than 4 hectares used for timber production, the geolocation is provided in the form of 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).
ILO :	International Labour Organization, Permanent Secretariat of the ILO.
Indigenous Peoples	Peoples who inhabited the area before the arrival of other people. These peoples 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 peoples 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).
Industrial roundwood:	All round wood except firewood. It is an aggregate that includes sawn and veneer logs, pulpwood (logs and quarters) and other industrial roundwood (Source: DF-FR-QC: 2017).
Internal social obligations:	Obligations of the company arising from the applicable laws and regulations towards the company's employees and their beneficiaries.

Land tenure:	Socially defined agreements entered into by individuals or groups, recognized by legal statutes or customary practices, concerning a "set of rights and duties" arising from the ownership, enjoyment, access and/or use of a specific parcel of land or associated resources within it (such as individual trees, plant species, water, minerals...) (Source: World Conservation Union (IUCN). Glossary definitions available on the IUCN website).
Legal Rights:	Rights conferred by primary legislation (national or local laws) or secondary legislation (subsidiary regulations, decrees, orders, etc.), or rules-based rights, made by legally competent agencies, when these rights derive directly and logically from laws and regulations (Source: Inspired by FSC-STD-01-001 V5-0).
-Local Communities :	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)).
Log	Round wood that has not been sawn or processed (NF EN 844).
Material category:	The category of input material that can be used in product groups. The OLB system distinguishes between OLB+, OLB, Acceptable Wood, and Unacceptable Wood categories.
Migrant worker:	The term <i>migrant worker</i> 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).
Naturally regenerated forest:	Forest predominantly of trees established by natural regeneration; It includes any of the following: a) forests where it is impossible to distinguish between planted forest and naturally regenerated forest; (b) forests with a mixture of naturally regenerated native tree species and planted or sown trees, and where naturally regenerated trees are expected to constitute the major part of the growing stock at maturity of the stand; (c) coppice of trees originally established by natural regeneration(d) naturally regenerated trees of introduced species. (Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023).
Normative document :	A document that establishes rules, guidelines or characteristics for activities or their results (ISO/IEC Guide 2).
OLB wood:	Roundwood and other wood products that are OLB certified and assessed as meeting the requirements of the OLB Forest Companies Standard and/or the OLB Chain of Custody Standard. (Source: Adapted from RF03 OLB EF v3.3: 2010). A company can choose to downgrade OLB+ wood to OLB wood.

OLB+ wood:	Roundwood assessed as complying with the requirements of this OLB standard, including deforestation-free requirements (see section 7), or processed OLB+ logs, assessed as complying with the requirements of the OLB Chain of Custody standard.
Origin :	Synonymous with the geographical origin of forests.
Other Industrial 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).
Other wooded land:	Land not classified as "forest" with an area of more than 0.5 hectares, characterized by a stand of trees greater than 5 metres in height and by a forest cover of 5 to 10%, or by a stand of trees capable of reaching these thresholds in situ, or by a mixed cover consisting of shrubs, bushes and trees exceeding 10% of its surface, excluding land dedicated primarily to agricultural or urban land use.
Outsourcing:	The practice of outsourcing the implementation of an internal process (activities or tasks generating a specific service or product) to another organization.
Plantation forest:	A planted forest that is intensively managed and that, at the time of planting and the maturity of the stand, meets all of the following criteria: one or two species, an even-aged structure, and regular spacing. Short-rotation plantations for wood, fibre and energy production are included; Excluded are forests planted for the purpose of ecosystem protection or restoration, as well as forests established by planting or seedling that, at stand maturity, resemble or will resemble a naturally regenerated forest. (Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023).
Planted forest:	A forest with a predominance of trees established by deliberate planting and/or seeding, and where the trees planted or sown are expected to constitute more than 50% of the growing stock at maturity; Included are coppices of trees originally planted or sown. (Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023).
Primary forest:	Naturally regenerated forest with native tree species, where no evidence of human activity is clearly visible and ecological processes are not significantly disturbed. (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 inlet and outlet species.
Protecting human rights:	Protecting human rights means that the company, in its operations, must protect individuals and groups from human rights violations.
Publish :	Publish. 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.
Record :	Document reporting the results obtained or providing proof of the completion of an activity (Source: ISO/FDIS 9000 II 2015).

Relevant stakeholders:	Any person, group of persons or entity impacted or likely to be impacted by the company's activities within the Management Unit.
Remuneration:	The term remuneration 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)).
Repository :	A reference document that includes the set of criteria, rules, features, and guidelines that a product, process, service, or organization must comply with.
Requirements :	A term used in a normative document that expresses the criteria to be met (ISO/IEC Guide 2).
Respect human rights:	Respecting human rights means that the company avoids intervening or hindering the exercise of human rights.
Roundwood:	Tree felled, delimbed, topped, whether or not it has been cut; generally it excludes fuelwood (Source: ISO 24294: 2013).
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 the manufacture of matches and other special types of roundwood such as burls, roots, etc., used in the manufacture of veneers (Source: "Common Questionnaire on the Forest Sector – Definitions") Source: DF-FR-QC 2017.
Sawing logs:	NF EN 844, see also Log.
Sawn timber:	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 obtain the required level of precision (Source: Adapted from ISO 24294: 2013 (Fr) II 2013).
Standard:	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).
Traceability	Ability to trace the history, implementation or location of what is being reviewed (Source: ISO/FDIS 9000:2015). Tracking of wood (or wood fibres) from the forest to the finished product, including all successive stages of processing, processing, manufacturing and printing. Traceability refers to the ability to trace wood, regardless of its level of processing, to its origin.
Use rights :	Rights for the use of the resources of the Forest Management Unit which may be defined by local custom, mutual agreements, or prescribed by other entities with access rights. These rights may be restricted to the use of particular resources at specific levels of consumption or particular harvesting techniques (Source: FSC-STD-01-001 V5-0).

Wood from acceptable sources:	Any wood material 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 controversial sources:	Any timber for which the company cannot demonstrate harvesting and/or supply chain ownership rights.
Wood from unacceptable sources :	Any wood material that is neither OLB (or OLB+) certified, nor covered by a verification program recognized by the OLB system.
Workers:	<p>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).</p> <p>The term <i>the worst forms of child labour</i> includes:</p> <p>(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;</p> <p>(b) using, recruiting, or offering a child for the purpose of prostitution, production of pornographic material, or pornographic performances;</p> <p>(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;</p> <p>(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> <p>(Source: Worst Forms of Child Labour Convention, 1999 (No. 182).</p>
Worst forms of child labour:	

D - 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.
- **DF-FR-QC 2017**: Common Questionnaire on the Forest Sector – Definitions
- **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 the export from the Union of certain commodities and products associated with deforestation and forest degradation and repealing Regulation (EU) No 995/2010.

E - General principle of traceability

This standard has been developed with the aim of ensuring the control of the origin and traceability of timber and wood products from the forest to the first point of sale or the first processing plant.

Technically, within the framework of this standard, **traceability** will be limited to the **identification of each log¹**, while maintaining the correspondence between these two references.

Secondly, if **the forest management activities include the industrial processing** of logs and other forest products, the company must meet the requirements of the OLB Chain of Custody standard (RF03 OLB, CdC).

D - List of acronyms

ACP	Annual Cutting Plot
VPA	Voluntary Partnership Agreement
ILO	International Labour Office
BL	Bill of Lading
BV	Bureau Veritas
IEC	International Electrotechnical Commission
CoC	Chain of Custody
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
IPLCs	Indigenous Peoples and Local Communities
FM	Forest management
EN	European Standard
PPE	Personal Protective Equipment
FAO	Food and Agriculture Organization of the United Nations
FDIS	Final Draft International Standard
FLEGT	Forest Law Enforcement, Governance and Trade
FSC	Forest Stewardship Council
OHCHR	United Nations Office of the High Commissioner for Human Rights
ISO	International Organization for Standardization
NF	French Standard
ITTO	International Tropical Timber Organization
OLB	Origin and Legality of Timber
OLB+	Origin and Legality of Timber with a supplement
QR	Quick Response Code
EUTR	European Union Timber Regulation
EUDR	European Union Deforestation Regulation
RFID	Radio-Frequency Identification
STD	Standard

¹ Or each batch of timber when log-by-log identification is not technically possible.

EU	European Union
IUCN	International Union for Conservation of Nature
UNECE	United Nations Economic Commission for Europe
UTB	Wood Processing Unit

FINAL VERSION

F – OLB Requirements for Forest Enterprises

Note 1: Requirements marked with an asterisk () will have to be complied with by the company even in the absence of a corresponding national legislation.*

1 - Requirements for compliance with National laws & Regulations

1.1 - The company must be legally established in accordance with the local regulations in force, in accordance with the requirements of the sector(s) of activity in which it operates, and up to date with its tax obligations.

- 1.1.1 - The company has official and valid documents of legal existence (registration or registration document), general and specific to its activity(ies).
- 1.1.2 - The company shall comply with the requirements of the sector(s) of activity in which it operates (if they exist, in a collective agreement or a trade union for example) *.
- 1.1.3 - The company shall comply 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 assessment is carried out in accordance with the applicable legal and regulatory requirements;
 - ii. The company implements the activities provided for in the environmental and social management plan;
 - iii. The implementation of the environmental and social management plan is monitored in accordance with the legal and regulatory requirements.
- 1.1.4 - The company shall comply to applicable ordinary tax obligations (including those relating to legal existence and legal exercise), as well as the tax obligations related to its forestry activity(ies) (taxes and fees related to the cutting area, timber harvesting, volume, IPLCs, etc.).
- 1.1.5 - The company shall comply to applicable social obligations under national law and regulations (including those relating to legal existence and legal exercise).
- 1.1.6 - The company has developed, published and complies with its declaration of commitment not to participate directly or indirectly in corruption or in activities or practices that are likely to give rise to controversy and that may undermine its legal integrity.
- 1.1.7 - The company demonstrates its commitment against corruption through concrete measures including (but not limited to) training/awareness-raising actions, insertion into regulations and operating processes, sanctions, etc.

1.2 - The company must demonstrate compliance with national laws, implementing regulations and other administrative requirements regarding forestry operations.

- 1.2.1 - The company must provide proof that the forest area is legally classified as a harvestable forest*.

Note 2 :An administrative classification process in progress or a global map produced or validated by the administration may be accepted (if the company provides the necessary supporting documents).

- 1.2.2 - The company holds the legal rights, official and valid authorizations for the management and exploitation of the evaluated forest areas.
- 1.2.3 - The company must develop and implement a forest operations planning document or a forest management plan if it is required by the applicable regulations:
- i. This document must describe the planned felling and its location, the volumes of wood harvested, the minimum operating diameter (if applicable) and the species taken;
 - ii. This document must define an annual cutting plan that clearly describes the areas of exploitation and the volumes planned per cut;
 - iii. Forest inventory standards are respected (if they exist), and the forest inventory activity is validated by the competent authority where appropriate;
 - iv. If a management plan is required by local regulations, it must be approved by the competent authority.
- 1.2.4 - Relevant stakeholders are informed, through a culturally appropriate communication, of the summary of the Forest Operations Planning Document or Forest Management Plan.
- 1.2.5 - The company demonstrates that it has mastered the limits of the evaluated forest areas*:
- i. The company must materialize on a non-temporary basis and maintain on the ground, the boundaries of the evaluated forest areas and the limits of the forest area under exploitation in accordance with the regulatory requirements*;
- Note 3 : In the case of large areas ($\geq 50,000$ ha), a risk assessment and boundary planning and maintenance program may be accepted.*
- ii. The company must provide geolocation data for the boundaries of the forest areas assessed as well as that of permitted areas under exploitation;
 - iii. Geolocation data is available in the format required by reference markets, such as the EU, etc. ;
 - iv. The permitted limits are respected.
- 1.2.6 - The regulatory and/or recommended forest exploitation requirements in the forest operations planning document or in the management/management plan are respected:
- i. Cutting planning;
 - ii. Authorized volumes;
 - iii. Minimum diameters;
 - iv. Species authorized;
 - v. Operating methods;
 - vi. Marking methods;
 - vii. Use of mandatory reporting and tracking documents;

- viii. Protected species;
- ix. The attributes of the sites dedicated to protection and/or conservation;
- x. Etc.

1.2.7 - The company shall comply with regulations in regards to scrap wood left in the forest.

1.3 - The company must demonstrate compliance with national laws, implementing regulations and other administrative requirements concerning social aspects.

1.3.1 - The company shall comply with applicable laws and regulations relating to employment and workers' conditions, including the following requirements*:

- i. Hired workers have formalised documents (shall comply with regulations where applicable), proving their link with the company and in relation to the work provided;
- ii. The minimum age of employment (or according to Convention 138 of the International Labour Office) is respected;
- iii. Internal work regulations are drawn up and brought to the attention of the workers;
- iv. Working times and schedules are known and respected;
- v. Working time is counted and paid, including overtime;
- vi. Workers receive the agreed wages (respecting the applicable minimum wages);
- vii. Dismissal or short-time working procedures shall comply with the applicable regulations.

1.3.2 - Workers are officially registered with the social security bodies.

1.3.3 - The company shall comply with applicable laws and regulations relating to freedom of association and the right to collective bargaining, including the following requirements*:

- i. Workers must be free to organize and negotiate their conditions of employment and work according to International Labour Office Conventions 87 and 98;
- ii. Workers representatives are elected (in accordance with the regulations where applicable) and have the means and conditions necessary to carry out their mission.

1.3.4 - The company shall have and implement an occupational safety and health policy in accordance with legal and regulatory requirements and clearly established in consultation with the workers, including the following requirements:

- i. Regulatory medical examinations are carried out as required by law (at the time of hiring and annually);
- ii. Workers and external workers have the appropriate personal protective equipment, defined on the basis of a risk analysis by workstation*;
- iii. The company has the means to evacuate and take care of workers who are victims of work accidents, regardless of the type of contract*;

- iv. Emergency and hazardous situations are identified; corresponding preventive and emergency measures are developed and communicated to workers*;
- v. There is a (functional) occupational health and safety committee within the company (if required by local regulations).

Note 4: The company's health and safety policy is based on ILO Convention No. 155 on Occupational Safety and Health, and the ILO Guidelines on Occupational Health and Safety in Forestry.

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.

- 1.3.5 - Workers on isolated forestry sites benefit from decent living conditions (and according to the regulations if any exist that is applicable) *:
- i. The workers and their families concerned benefit from the facilities to supply them with basic necessities;
 - ii. The workers and their families concerned benefit from the facilities to supply them with drinking water;
 - iii. Lodging for workers and their families concerned shall meet satisfactory conditions of sustainability, health, safety and hygiene.

1.4 - The company must demonstrate compliance with national laws, implementing regulations and other administrative requirements regarding environmental aspects.

- 1.4.1 - The company shall comply with all regulatory environmental requirements concerning water, air, soil, biodiversity, energy, noise, when applicable.
- 1.4.2 - The company shall comply with good practice for harvesting and construction of roads and civil engineering structures recommended or required by the applicable regulations at the national level or by international, sub-regional or sectoral standards.
- 1.4.3 - Companies with classified facilities related to the forest areas assessed comply with regulatory environmental requirements.
- 1.4.4 - Companies with facilities(ies) using chemical, toxic or hazardous products are subject to specific measures to limit environmental risks. *
- 1.4.5 - Hydrocarbons used for operations are stored and treated appropriately. *
- 1.4.6 - Waste generated during forest management operations (including domestic waste at forest sites and camps) is treated appropriately. *
- 1.4.7 - Measures and recommendations relating to the environment contained in the approved management plan and in the environmental impact study shall be applied. *

1.5 - The requirements of international treaties such as CITES, the Universal Declaration of Human Rights, ILO conventions, and the Convention on Biological Diversity must be respected*

- 1.5.1 - The company shall comply with the regulations on protected species listed by CITES that are present in the forest areas assessed:

- i. Protected species listed by CITES are identified;
- ii. The conditions of exploitation of CITES species are respected and documented;
- iii. Harvesting and management methods of the species listed by CITES shall comply with the protocols established by the administration.

1.5.2 - The company is not directly or indirectly involved in acts of human rights violations as set out in the United Nations 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 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. Freedom of opinion and expression
 - g. 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.

1.5.3 - The company complies with the following other ILO labour conventions: *

- i. ILO Conventions Nos. 29 and 105 on Forced Labour;
- ii. ILO Convention No. 100 on Equal Remuneration;
- iii. ILO Convention No. 111 on Discrimination in Respect of Employment and Occupation;
- iv. ILO Convention No. 182 on the Worst Forms of Child Labour;
- v. ILO Convention No. 169 on Respect for the Rights of Indigenous Peoples;
- vi. ILO Convention No. 97 on the Protection of the Rights of Migrant Workers.

1.6 - When activities falling within the scope of the certificate are outsourced, subcontractors must comply with the laws and regulations related to their activity(ies) in question. *

1.6.1 - The company has a list of subcontractors identified according to their involvement in the company's activities. This list is regularly updated.

1.6.2 - The subcontracting companies are formally informed of a potential visit by the audit team and have accepted it.

1.6.3 - Subcontractors shall comply with requirements 1.1.1, 1.1.2, 1.1.4 and 1.1.5.

1.6.4 - The company shall verify that the workers of its subcontractors carry out their activities within a legal framework. Requirements 1.3.1, 1.3.2, 1.3.3, 1.3.5, 1.5.2 and 1.5.3 are applicable to employees of subcontractors working within the assessed scope.

- 1.6.5 - The applicant entity shall provide PPE to the employees of its subcontractors in the event that these companies are not able to equip them (in the case of small local companies).

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2 - Requirements for communities involved in forestry activities:

2.1 - The company identifies and supports the legal and customary rights of indigenous peoples and local communities concerned by the assessed forest areas:

- 2.1.1 - The company carries out a social impact study based on the scale, intensity and risk of forest management and harvesting operations and the specificity of the social context. The results of this study through an operational programme.
- 2.1.2 - All Indigenous Peoples and Local Communities (IPLCs) existing within or around the management unit, and concerned by management activities, are identified and mapped.
- 2.1.3 - Through culturally appropriate consultation with the IPLCs identified in the above point, the legal and customary land, access and use rights of these communities and the management activities that may affect these rights are identified.
- 2.1.4 - The IPLCs, are consulted beforehand and are involved in forest management/logging activities that may affect their rights.
- 2.1.5 - The IPLCs concerned give their consent by free, prior and informed consent before the commencement of management activities affecting their rights.
- 2.1.6 - Through culturally appropriate consultation with the IPLCs concerned by the assessed forest areas, measures are implemented to continuously identify, prevent, avoid or mitigate the potential negative impacts of management activities on their customary and/or legal rights.
- 2.1.7 - The company, through culturally appropriate consultation, identifies, plans, implements and monitors activities that contribute to the social and economic development of IPLCs, according to the scale, intensity and socio-economic impacts of its forest management and logging operations and the specificity of the social context. *

2.2 - Appropriate mechanisms and measures must be employed to prevent and seek solutions to conflicts over land (property) rights, access rights, and legal and customary rights of use.

- 2.2.1 - There are written procedures based on national legislation and/or customary rules, for the prevention and management of conflicts and damage in cases of loss or damage affecting the property, resources, health and livelihood conditions of local communities and indigenous peoples.
- 2.2.2 - The procedures developed for the prevention and management of conflicts and the reparation of damage in cases of loss or damage to the property, resources and livelihoods of local and indigenous peoples must be implemented in an objective and constructive manner.
- 2.2.3 - A complete and up-to-date file of the management of conflicts and grievances against the company is kept, recorded and archived, including the related documentation, and evidence of the actions taken to resolve them.

3 - Requirements for the control of illegal activities

3.1 - The company must have defined and documented the necessary means and the actions implemented to free itself from any illegal logging and other illegal activities in the area in question, carried out by third parties external to the company

3.1.1 - A strategy to combat illegal logging and all other illegal activities in the assessed forest area is defined and updated as necessary for the need for effectiveness.

Note 5: The company's strategy is defined on the basis of regular risk assessments and available information on the monitoring of forest resources management (generated by locally or internationally recognized systems).

3.1.2 - The company's strategy to combat illegal logging and all other illegal activities is implemented. At least:

- i. Signage is present on the access roads, specifying that any illegal activity (unauthorized exploitation, poaching, etc.) is prohibited;
- ii. The main access routes are identified and controlled in accordance with applicable regulations;
- iii. Monitoring of the boundaries is carried out, adapted according to the level of risk of illegal logging activities.

3.2 - Other inappropriate or illegal activities are monitored.

3.2.1 - Inappropriate or illegal activities or that against functions and services legally assigned to the assessed forest areas are identified.

3.2.2 - Measures are defined and implemented to monitor, control, limit or even eliminate these inappropriate activities if possible.

4 - Requirements for the traceability of OLB wood from the forest

4.1 - The company shall implement and document the organization allowing the traceability of the wood until its sale or processing.

- 4.1.1 - This system must include physical and documentary identification of timber at all appropriate levels: logging, transportation, storage and shipping.
- 4.1.2 - This system must make it possible to know the geographical origin of the wood, by unit or by lot, from the forest to the customer, or, where appropriate, to the processing unit.
- 4.1.3 - When required by regulation, the traceability system integrates digital technologies (bar codes, QR codes, RFID technology, etc.) facilitating tracking and access to information.

4.2 - The company must ensure the traceability of OLB wood from the forest to its customer, or if applicable, to the processing unit.

- 4.2.1 - Felling slips are provided to the staff of the company or its subcontractor, who completes them at each felling, specifying the volume of wood felled.
- 4.2.2 - Concerning timber, the references of logs/cut logs are systematically marked on the felled wood and reported on the felling slips.

Note 6: It is requested, when possible, that the stumps be marked with a reference identifying the tree and making it possible to find the log that comes from it.

- 4.2.3 - Concerning pulpwood, the referencing and/or identification of the wood batches make it possible to trace back to the plot of land.
- 4.2.4 - When OLB wood is transported, fallen or lost wood is subject to special monitoring to identify the wood and volumes concerned.

4.3 - When subcontractors intervene with an impact on traceability, the company must ensure that the traceability of logs and cut logs is maintained by its subcontractors (slaughterers, longshoremen, transporters).

- 4.3.1 - Subcontractors with an impact on traceability are identified and listed.
- 4.3.2 - When necessary, subcontractors are trained in traceability requirements so that each stakeholder understands and is aware of their specific responsibilities for maintaining and monitoring the traceability of OLB wood.
- 4.3.3 - The company must set up a system to monitor compliance with the instructions and procedures sent to subcontractors.

4.4 - When buying wood externally, the company must prove that the wood was acquired legally

- 4.4.1 - The purchase and/or transport documentation and delivery documents shall include all information on the origin of the timber, such as the country of origin and, where applicable, the parts thereof, the permit(s), the harvest plot(s), the geolocation of the permit(s) and the harvest plot(s), the material category and the product specifications.

- 4.4.2 - Wood products from non-certified external suppliers must be identified, at least by marking each log or lot of wood and must not be mixed with OLB certified products.
- 4.4.3 - The company ensures that wood products from non-certified external suppliers do not come from controversial sources.
- 4.4.4 - The company ensures that any commercial transaction (purchase) of wood is carried out in accordance with applicable national and international laws and regulations.

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5 - System Operation Requirements

5.1 - Organization and responsibilities.

5.1.1 - The company must appoint a member of staff who has sufficient skills, responsibility and authority to set up and monitor the organisation necessary to comply with the requirements of this standard.

Note 7 : It is recommended that responsibility for traceability be assigned to another staff member.

5.1.2 - The company must set up an organization where responsibilities are identified and tasks clearly defined.

5.1.3 - Each member of staff knows and understands their specific responsibilities regarding compliance with the law and maintaining the traceability of wood.

5.1.4 - The company must ensure the training of the staff involved in the system put in place.

- i. The members of staff involved in maintaining compliance with the legality and traceability of the timber have the necessary qualifications to carry out the work entrusted to them;
- ii. Relevant stakeholders, staff and contractors have been informed or trained on the implementation of the system.

5.2 - Documented system

5.2.1 - The company must establish, disseminate and implement a documented system that meet the requirements of this standard, and ensure that it is updated when necessary.

5.2.2 - The company must define and implement a legal monitoring procedure to identify and have access to all national and international legal texts, including (but not limited to) texts relating to:

- i. Land rights and long-term use rights of land and forest resources in the logged area;
- ii. Forest management and logging;
- iii. Health and safety of workers;
- iv. Environmental management.

Note 8 : The company must keep a copy of the texts and have a register referring to all the above texts.

5.2.3 - The company ensures the dissemination of the relevant legal information with regard to the activities carried out to the managers responsible for ensuring the operation of the system and compliance with the requirements of the standard.

5.2.4 - In cases where OLB requirements are inconsistent with national or international regulatory requirements, the subject matter is documented, and regulatory requirements prevail.

5.3 - Records

5.3.1 - The company must establish and implement procedures appropriate to the size and complexity of its activity to identify, classify and safeguard the records (physical and

digital) necessary to demonstrate compliance with the law and the maintenance of the traceability of all timber.

5.3.2 - Regarding legality registrations, official documents have been obtained from the competent authorities in a transparent manner.

5.3.3 - Regarding the traceability of the wood, the registrations must include at least:

- i. The company's felling slips and/or those required by the regulations, if applicable, specifying the volume of the wood felled;
- ii. The field logbook specifying all the information on the wood produced (permit, AAC, species, number, measurements, volume);
- iii. Transport slips specifying all the information on the wood evacuated (permit, ACP species, number, measurements, volume, destination, etc.);
- iv. Production data recorded and retained, presenting periodic summaries by species and nature of the products.

5.3.4 - The records are clear and accessible, they make it possible to identify the geographical origin and, in all cases, provide the volume and reference of the wood or wood lots.

Note 9: It is recommended that the records be able to match logs to logs and, if applicable, the lots of timber produced.

5.3.5 - The company must keep its records for a minimum of 5 years, and make them available upon request.

6 - OLB material flow requirements

6.1 - The company must demonstrate that the OLB wood sold is properly identified as such.

6.1.1 - Prior to dispatching, OLB woods must be separated or identified from non-OLB woods.

6.1.2 - When the OLB logo is used on OLB wood, procedures and work instructions must be defined and applied, including ensuring that only the company's OLB wood is marked OLB.

6.1.3 - Use of the OLB trademark

- i. When the OLB logo is used, its is in accordance with the "OLB trademark Usage rules" and the "OLB Logo Graphic Charter";
- ii. 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;
- iii. The company must maintain a list of all uses of the OLB mark.

6.2 - Sales invoices and other accompanying documents for OLB timber shall contain the necessary information.

6.2.1 - OLB product invoices mention:

- i. Nature and species (trade name and scientific name) of the products;
- ii. OLB nature of the products in their designation;
- iii. Volumes concerned;
- iv. Number and validity period of the OLB certificate;
- v. The country or countries of origin of the woods.

6.2.2 - Each sale of OLB products is accompanied by a specific OLB tracking slip which mentions only OLB products and specifies:

- i. The nature and species (trade name and scientific name) of the products;
- ii. The volumes concerned;
- iii. The number and validity period of the OLB certificate;
- iv. The country or countries of origin.

6.2.3 - The references of OLB woods are present on invoices or on accompanying documents.

6.2.4 - There is a clear link between accompanying documents and invoices.

6.3 - Material quantity monitoring

- 6.3.1 - The company must establish a material accounting system with clear records, including quantities and other information including at least: species (common names and scientific names), origin (name/number of the title of provenance, cutting area) country of harvest and parts of that country if applicable, date of production, material category (OLB, OLB+)
- 6.3.2 - For each category of material, one or more records of the quantities of materials must be kept up to date and made available, including the following information:
 - i. Quantities produced and approved
 - ii. Quantities sold and/or transferred for processing;
 - iii. Quantities still in stock.

6.4 - The company must prove compliance with all applicable national and international laws relating to the transport and marketing of timber

- 6.4.1 - Documented evidence of compliance with the legal requirements of the country of origin of the timber in terms of transport and trade is available (legal transport documents, customs declaration, payment of customs duties, etc.).
- 6.4.2 - The company holds documented evidence of its compliance with applicable offshore trade regulations and related tariffs and taxes if applicable.

7 - Additional requirements for OLB+ or deforestation-free wood material (Optional)

7.1 - The company shall provide sufficiently conclusive and verifiable information that its wood product is not derived from, or does not contain timber resulting from deforestation or forest degradation after 31 December 2020, including the following requirements.

7.1.1 - The woods do not come from land that has been the subject of anthropogenic or non-anthropogenic conversion of the forest for actual or potential agricultural use.

7.1.2 - 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.

7.1.3 - The woods do not come from land that has been converted from primary forest to planted forest.

Note 10: The company can demonstrate compliance with this criterion by using 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.

7.2 - At each stage, OLB+ wood material is separated from wood materials of unknown origin, that from degraded forest or not of deforestation-free, until delivery to the customer, by a segregation approach to avoid mixing between these categories of wood.

7.2.1 - OLB+ woods are identified in a unitary way.

7.2.2 - OLB+ woods are stored separately from woods of unknown origin or woods that are not free from deforestation or degradation.

7.3 - Support for the collection of information by actors further down the supply chain

7.3.1 - The company provides, upon request from its customers or any other actor further down the supply chain, information, data and documents attesting to the compliance of timber or wood-based products with the requirements of international regulations, including:

- i. A description including the list of products, the trade name and type of products as well as the common name of the species and their full scientific name;
- ii. The quantity of the products expressed in kilograms of net mass, net volume or other relevant unit;
- iii. The country of production and, if applicable, the parts of that country;
- iv. The geolocation of all the plots on which the wood or wood products were produced;
- v. The date or period of production;
- vi. Where applicable, the name, postal address and e-mail address of any company or person from whom it has obtained wood or wood products;
- vii. Sufficiently conclusive and verifiable information attesting that the woods are zero deforestation;

viii. Sufficiently conclusive and verifiable information that the timber has been produced in accordance with the relevant legislation of the country of production.

7.3.2 - The company records and updates the list of all requests for information from its customers or any other relevant actor (competent authorities for monitoring the implementation of international regulations such as the RDUE, Bureau Veritas, etc.) downstream of the supply chain, as well as the evidence that it has satisfied them.

7.3.3 - All evidence of compliance with OLB+ requirements is kept for a minimum period of 5 years.

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G. APPENDICES

Annex 1: List (non-exhaustive) 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 exported species 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 of payment of other taxes and fees.
- ⇒ Documentation authorizing the loading of the goods;
- ⇒ Documentation accompanying the goods:
 - Specifications;
 - Sales invoice;
 - Certificate of origin;
 - Phytosanitary certificate;
 - Bill of lading (BL).
- ⇒ Documents specific to certain contracts:
 - Europe: The EUR.1 certificate;
 - Malaysia: Import permit produced by the timber customer;
 - USA: Permit to import timber and wood products;
 - Etc.

Annex 2: 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 mercantile in the invoicing of products
- ⇒ The repatriation of funds for overseas sales;
- ⇒ Etc.