

4 Sep 15

## **Forest Stewardship Council (FSC)**

### **Lucas – FSC Chain of Custody (CoC)**

#### **Introduction**

1. Lucas are subject to ongoing CoC compliance requirements, these are audited annually and are subject to a 5 yearly recertification audit.
2. Maintaining FSC accreditation is critical for our ability to function as a business, without which we are not able to offer any service that includes the provision of wood.
3. There is much to do at office level to ensure we remain CoC compliant. This burden can be greatly eased by the timely passage of information from those who may originate, have or receive FSC information, to those that need it, to maintain the CoC audit trail;
  - a. those that originate Purchase Orders (POs) may be Qs, Logistics staff, PMs or SMs
  - b. those who may receive information may be:
    - i. Finance Department – Invoices (Inv's).
    - ii. Site level Staff or Logistics staff – Delivery Notes.
  - c. those who need the information – SQE team.

#### **Suppliers**

4. Prior to selecting a supplier to provide wood, those that raise POs are required to refer to FSC Supplier Registration Record on the Lucas Intranet Noticeboard.
5. Should the proposed supplier not be listed the SQE team can check the FSC website records and authorise suppliers where required.

#### **CoC initial Paperwork Processing Requirements**

6. This process does not override any existing process that is required by the finance department, but is aimed to compliment it, for FSC CoC purposes.
7. In brief, all FSC paperwork is to be electronically forwarded to the SQE team using the [fsc@lucasuk.com](mailto:fsc@lucasuk.com) email address. The only exception applies to the Finance Department who may place hard copies of Inv's direct into the FSC Transition Folder held in head office.
8. The preferred method of this would be to use **Genius Scan** from mobile devices.

## Purchase Orders

9. Where POs have FSC requirements, the originator is to ensure that the correct annotation is selected on the PO to suit the project (ie FSC 100% or more likely to be FSC Mix 70%).
10. As POs are raised they **MUST** be scanned and emailed as soon as possible by the originator to both [fsc@lucasuk.com](mailto:fsc@lucasuk.com) & [finance@lucasuk.com](mailto:finance@lucasuk.com)
11. POs should be signed and dated.

## Invoices

12. Inv's are generally received by the Finance Department; FSC Inv's are to be copied and filed in the FSC Transition Folder using the originators first initial as a filing reference.
13. Should any other department receive Inv's they are to ensure that copies are forwarded to the Finance Department.
14. Inv's have CoC requirements to state specific information:
  - a. Supplier CoC registration No
  - b. Wood Volume in m<sup>3</sup> or by stating Qty x length, breadth and height of each item.
  - c. Wood type

## Delivery Notes

15. Delivery Notes should accompany any wood delivery from our suppliers, wherever it is delivered, be it direct to site or into the Lucas Logistics Centre.
16. Separate guidance on the compliance of FSC Delivery Notes will be issued for inclusion in site induction packages and for regular TBTs. This will provide information regarding current FSC CoC Delivery Note standards. Wood should only be accepted by our personnel if Delivery Notes comply with these standards.

**Note 1:** *There may be occasions that wood deliveries may have to be refused if the Delivery Notes does not record the correct information eg any annotation of PEFC or if the Delivery Notes does not state the **exact** FSC required wording ie, FSC Mix 70% or FSC 100%,*

**Note 2:** *The use of the wording in the wrong order eg FSC 70% Mix is not acceptable and if accepted by our staff would result in a FSC Audit Non Compliance attributable against Lucas.*

17. Whether wood is received by Site or Logistics staff, it is imperative that not only do Delivery Notes state the correct information, but copies are:
  - a. sent electronically to the SQE team via the [fsc@lucasuk.com](mailto:fsc@lucasuk.com) email address.
  - b. kept by the Site and Logistics staff for their records.

### **Summary Paperwork Distribution**

18. Paperwork should be distributed as follows:
  - a. POs sent electronically to both [finance@lucasuk.com](mailto:finance@lucasuk.com) and [fsc@lucasuk.com](mailto:fsc@lucasuk.com)
  - b. Inv's to Finance Department and placed by head office staff in the FSC Transition Folder.
  - c. Delivery Notes sent electronically to [fsc@lucasuk.com](mailto:fsc@lucasuk.com)