Timber Tracking Certification System
CHAIN OF CUSTODY/TIMBER TRACKING
CERTIFICATION

LEI Guidelines Series 88

THE INDONESIAN ECOLABELLING INSTITUTE (LEI)
CHAIN OF CUSTODY/TIMBER TRACKING
CERTIFICATION

LEI Guidelines Series 88

LEI GUIDELINE 88
LEI GUIDELINE 88-01
LEI GUIDELINE 88-02
LEI GUIDELINE 88-03
LEI GUIDELINE 88-21
LEI GUIDELINE 88-22
LEI GUIDELINE 88-23
LEI GUIDELINE 88-24
LEI GUIDELINE 88-25
LEI GUIDELINE 88-26

THE INDONESIAN ECOLABELLING INSTITUTE (LEI)
CHAIN OF CUSTODY/TIMBER TRACKING
CERTIFICATION

Jl. Taman Malabar No. 18,
Bogor 16151
Tel. (62)-(251) 340 744, 745, 759
Fax. (62)-(251) 321739
E-mail: lei@lei.or.id,
Website: http://www.lei.or.id

©2000 by The Indonesian Ecolabeling Institute

Prepared by:
The Indonesian Ecolabeling Institute

Expert Team:
LEI in-house Experts

Editor:
Asep S. Suntana
Daru Asycarya
Yudi Iskandarsyah
Paramita Iswari

English Version:
Gloria C. Kismadi
Yudi Iskandarsyah

Administration:
Soleh Suaidi

Published by:
The Indonesian Ecolabling Institute (LEI)

This publication was prepared for a dissemination of Certification System for Sustainable
Production Forest Management to concerned parties.
Publications are available in two versions, in Indonesian and English.
Each LEI's document will follow the numbering/coding system as follows:

I. Document Type and Status

Document types and status for every LEI standards and guidelines is written at the left-upper of its cover, as drawn below:

- **Type of Document**
  - Proposal Draft: a new proposal document to the document of certification system
  - Amendment Draft: a revised document that has been determined as LEI Guideline

- **Status of Document**
  - LEI-I Document of proposal/amendment draft proposed by LEI Secretariat
  - LEI-II Document of proposal/amendment draft resulted from the first workshop and/or consultation process with stakeholders
  - LEI-III Document of proposal/amendment draft resulted from Team Work established by LEI
  - LEI-IV Document of proposal/amendment draft resulted from the second workshop and/or consultation process with stakeholders
  - LEI-V Document of final proposal/amendment draft proposed by LEI to be approved by stakeholders
  - Final Document that has been approved by YLEI Board of Trustees

II. Document Title

Document title follows LEI numbering system.

Example:
- LEI Guideline 88-01: General Requirements for Timber Tracking Certification Body

III. Numbering System

<table>
<thead>
<tr>
<th>LEI Standard Document</th>
<th>LEI Documentation System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. LEI Standard 5000</td>
<td>Framework for Sustainable Production Forest Management System</td>
</tr>
<tr>
<td>2. LEI Standard 5000-1</td>
<td>Sustainable Natural Production Forest Management System</td>
</tr>
<tr>
<td>3. LEI Standard 5000-2</td>
<td>Sustainable Plantation Forest Management System</td>
</tr>
<tr>
<td>4. LEI Standard 5000-3</td>
<td>Sustainable Community-based Forest Management System</td>
</tr>
<tr>
<td>5. LEI Standard 5000-4</td>
<td>Sustainable Non-Timber Forest Product Management System</td>
</tr>
<tr>
<td>6. LEI Standard 5001</td>
<td>Timber Tracking System</td>
</tr>
<tr>
<td>7. LEI Standard 5002</td>
<td>Forest Product Labeling</td>
</tr>
<tr>
<td>8. LEI Standard 5005</td>
<td>Terms and Definitions related to Forest Certification</td>
</tr>
</tbody>
</table>
### B. LEI Guideline

| LEI Documentation System | Resolution Guideline to Appeal against the Certification Decision |

### C. LEI Guideline

<table>
<thead>
<tr>
<th>LEI Documentation System</th>
<th>Timber Tracking Certification System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. LEI Guideline 88</td>
<td>Requirement Guideline and Work Procedure for Timber Tracking</td>
</tr>
<tr>
<td>LEI Guideline 88-01</td>
<td>General Requirements for Timber Tracking Certification Body</td>
</tr>
<tr>
<td>LEI Guideline 88-02</td>
<td>General Requirements for Timber Tracking Certification Field Assessor</td>
</tr>
<tr>
<td>LEI Guideline 88-03</td>
<td>General Requirements for Timber Tracking Certification Expert Panel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEI Guideline series 88-10</th>
<th>Requirement Guideline and Training Procedure of Timber Tracking Certification Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEI Guideline 88-11</td>
<td>Training Guideline for Timber Tracking Certification Field Assessor</td>
</tr>
<tr>
<td>LEI Guideline 88-12</td>
<td>Training Guideline for Timber Tracking Certification Expert Panel</td>
</tr>
<tr>
<td>LEI Guideline 88-13</td>
<td>Training Guideline for Timber Tracking Certification Trainer</td>
</tr>
<tr>
<td>LEI Guideline 88-14</td>
<td>General Requirements for Ecolabelling Certification Training Body</td>
</tr>
<tr>
<td>LEI Guideline 88-15</td>
<td>General Requirements for Ecolabelling Certification Personnel Registration Body</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEI Guideline series 88-20</th>
<th>Guideline for Timber Tracking Certification Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEI Guideline 88-21</td>
<td>Guideline for Field Assessment on Timber Tracking Certification</td>
</tr>
<tr>
<td>LEI Guideline 88-22</td>
<td>Guideline for Report-writing Field Assessment on Timber Tracking Certification</td>
</tr>
<tr>
<td>LEI Guideline 88-23</td>
<td>Guideline for Screening Process on Timber Tracking Certification</td>
</tr>
<tr>
<td>LEI Guideline 88-24</td>
<td>Guideline for Decision-making on Timber Tracking Certification</td>
</tr>
<tr>
<td>LEI Guideline 88-25</td>
<td>Guideline for Drawing-Up Recommendations on Timber Tracking Certification</td>
</tr>
<tr>
<td>LEI Guideline 88-26</td>
<td>Guideline for Surveillance Implementation and Certificate Extension on Timber Tracking Certification</td>
</tr>
</tbody>
</table>

### D. LEI Guideline

<table>
<thead>
<tr>
<th>LEI Documentation System</th>
<th>Sustainable Production Forest Management (SPFM) Certification System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. LEI Guideline 99</td>
<td>Requirement Guideline and Work Procedure for SPFM</td>
</tr>
<tr>
<td>LEI Guideline 99-01</td>
<td>General Requirements for SPFM Certification Body</td>
</tr>
<tr>
<td>LEI Guideline 99-02</td>
<td>General Requirements for SPFM Certification Field Assessor</td>
</tr>
<tr>
<td>LEI Guideline 99-03</td>
<td>General Requirements for SPFM Certification Expert Panel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEI Guideline series 99-10</th>
<th>Requirement Guideline and Training Procedure of SPFM Certification Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEI Guideline 99-11</td>
<td>Training Guideline for SPFM Certification Field Assessor</td>
</tr>
<tr>
<td>LEI Guideline 99-12</td>
<td>Training Guideline for SPFM Certification Expert Panel</td>
</tr>
<tr>
<td>LEI Guideline 99-13</td>
<td>Training Guideline for SPFM Certification Trainer</td>
</tr>
<tr>
<td>LEI Guideline 99-14</td>
<td>General Criteria for SPFM Certification Training Institution</td>
</tr>
<tr>
<td>LEI Guideline 99-15</td>
<td>General Criteria for SPFM Certification Personnel Training Institution</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEI Guideline series 99-20</th>
<th>Guideline for Sustainable Natural Production Forest Management (SNPFM) Certification Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEI Guideline 99-21</td>
<td>Guideline for Field Assessment on SNPFM Certification</td>
</tr>
<tr>
<td>LEI Guideline 99-22</td>
<td>Guideline for Report-writing Field Assessment on SNPFM Certification</td>
</tr>
<tr>
<td>LEI Guideline 99-23</td>
<td>Guideline for the Screening Process in the SNPFM Certification</td>
</tr>
<tr>
<td>LEI Guideline 99-24</td>
<td>Guideline for Decision-making on SNPFM Certification</td>
</tr>
<tr>
<td>LEI Guideline 99-25</td>
<td>Guideline for Drawing-Up Recommendations on SNPFM Certification</td>
</tr>
<tr>
<td>LEI Guideline 99-26</td>
<td>Guideline for Surveillance Implementation and Certificate Extension on SNPFM Certification</td>
</tr>
</tbody>
</table>

### E. LEI Technical Document

<table>
<thead>
<tr>
<th>LEI Documentation System</th>
<th>Verifier and Verification Toolbox for Assessment Criteria and Indicators of Sustainable Natural Production Forest Management (SNPFM) System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Document LEI-01</td>
<td>Indicators of Intensity Scale for Sustainable Natural Production Forest Management</td>
</tr>
</tbody>
</table>

viii
F. LEI Academic Document

| Academic Document LEI-01 | Academic Document for Certification System of Sustainable Natural Production Forest Management |

IV. Memorandum

1. All parties who have reasons to quote all or some of this document, should acknowledge the document status, type, and number clearly, and should inform LEI secretariat.

2. The use of every LEI Standard, Guideline, Technical and Academic Document in the implementation of SPFM Certification should be done thoroughly. LEI is not responsible for the inaccurately use of LEI Standards and Guidelines.

Note:
Documents in which the titles are in italic form shows that such documents are still in the development process.
GRATITUDES

With a kind help and supports from various concerned parties to the development of certification system for an upright and sustainable natural resources management, this publication was completed. We would like to take this opportunity to deliver our gratitude for the support and cooperation provided in the development of certification system for natural production forest management and its training system to:

Ecolabel Working Group (1994 -1998): Emil Salim, Agus Purnomo (Pelangi), Loekito Darjadi (Departemen Kehutanan), Zaim Saidi (YLKI), Asep S. Suntana, Mia Siscawati (RMI), Tri Nugroho, Suporahardjo (LATIN), Riga Adiwoso (UI), Mubariq Ahmad (NRM), Daniel Abimanju Carnadie, Upik W. Djalins; Leaders and Members of Criteria and Indicator Working Team: Ishemat Soerianegara (RIP) of Bogor Agricultural University for production aspect, Effendi Sumardja of Ministry of Environment (ecological aspect), Riga Adiwoso Supraptso of Magister Management University of Indonesia (social aspect), also to Koesnadi Hardjosoemantri and Wimar Witoelar for giving their valuable inputs in developing the institutional aspects of LEI foundation (YLEI); LEI In-house Experts: Hariadi Kartodihardjo, M. Buce-Saleh, Haryanto R. Putro, R. Yando Zakaria; and to Iwan Jaya Azis, Raskaka Mahi, Kirti Peniwati, and Ngadiono for their efforts in developing decision making system using Analytic Hierarchy Process (AHP), and to Alan Purbaantra who designed standard procedures for certification implementation.

We also would like to convey our gratitude to: Mr. Djamaluddin Surjohadikusumo (Ex-Minister of Forestry) for his courage and support in the development of forest certification system in Indonesia, and to forestry officers (echelon I and II) in the Ministry, Untung Iskandar, M. Ratu Asyhari (Foreign Affairs of Ministry of Forestry), Boedijono, Tri Joko Mulyono (Center for Standardization and Environment, Ministry of Forestry) and also to others in the Ministry that we can not mention individually. To our colleagues from National Standardization Body (NSB) i.e. Herudi Kartowisastro dan Lies Wibisono, our thanks also goes to them. People from NGO(s): Abdon Nababan (Telapak), Indro Tjahjono (SKEPHI), Wibowo A. Djatmiko (LATIN), Jim Jarvie (TNC), Niel Makinuddin (PLASMA), Noer Fauzi (KPA), Ruwindrijanto (Telapak), Hira Jhamtani (Konphalindo). Colleagues from Walhi: Zukri Saad, Suraya Hafif, Emmy Hafid, Lili Hasanuddin, and Muayat Ali Muhsy many inspiration to us, thank you. We would like to extend our thanks to private sectors associated in APHI (Indonesian Concession Holders Association), as well as individual from companies; Nana Suparna, Jeffri Sirait, Agung Nugraha, APHI Expert Team Member: Achmad Soemitro, Zachrial Coto, Syaflif Manan, A.A. Malik, Soeityno Soerdinam, Herujono Hadisoearto, Amri Marzali, Darni Soebardi, Anwar Umar, den Daniel Leuhery. As well to the Certifiers: PT. Sucosindo (Haris Witjaksono,Triyan Aidilfitri); PT. Mutu Agung Lestari (Hermawan, Arifin Lambaga, Victor Antonio Amir, Taufik Margani); LATIN (Dwi Rakhmat Muhtaman, Aisyah Sileuw). And to experts from Academics and Research Centers: Endang Suhendarung, Didik Suhardjito, Sanusi Wiradinata [RIP], Bahruni, Sudaryanto, Soemarjono Soedargo [RIP], Nyoto Santoso, Elia, A. Mahmud Thohari, Teddy Rusolono, Togo Manurung, Wratno, Yanto Santosa (IPB); Agus Setyarso, Sofyan P. Warsito, Hasanu Simon, P.M. Laksono (UGM); M. Soerjani, Semiarto Aji Purwanto, Yunita T. Winarno (UI); M.A. Sarjono, Soeyitno Sudirman (UNMUL); Purnadajja [RIP] (CIFOR). Assesors: Jamartin Sihite, Daru Asycarya, Marolop Sianipar, Nawa Irianto, Sunardi, Ahmad, Jalal, Zaenal, Ferdinandus Agung PMW, Lukman Mulyanto, etc.

Our special thanks also goes to Duncan Poore (IISS), Timothy Synnott (Executive Director of Forest Stewardship Council/FSC), T. Mok (FSC Board Member), Kishokumar Jayaraj (FSC Consultant), and FSC-accredited certifiers: Richard Donovan, Steve Gretzinger, Abraham Guilien, and Jeff Hayward from Smartwood, Ruth Nussbaum and Bill Naynard from SGS Qualifor who have
been working with Ecolabell Working Group since 1994 in discussions regarding certification system in Indonesia. Our thank you goes to our colleagues from WWF International such as Chris Elliot, Pierre Hausselman, To Alexander Hiernich, Hans Beukeboom and Barbara von Kruedener from GTZ, Datuk Freezailah, Amha bin Buang and Efransyah from ITTO.

We appreciate all consulting firms and forest concessionaires who expressed their willingness as well as participation in the implementation of field tests for certification system of sustainable natural product forest management:


b) Forest Management Units: PT. Cipta Rimba Jaya, PT. Gruti, PT. Kiani Lestari, PT. Kulim Company, PT. Melapi Timber, PT. Minas Pagai, PT. Mujur Timber, PT. ITCI, PT. Inhutani I, PT. Inhutani II.

c) Member of Expert Panel I for Second Field Test of Sustainable Natural Production Forest Management (SNPFM) Certification System: Sanusi Wiradinata, MS (RIP), H. Nurman Tasman, R. Yando Zakaria, Nyoto Santoso, Buce Saleh, Mangasa B. Manik Radja (RIP): Yosefa Sayekti; and Rosmie Saleh.

d) Member of Expert Panel II and Team Member of Second SNPFM Certification System Field Test: Eka Pria Anas, Gunarwan Soeratmo, Luminus Mangiwa, Kus Damodjo, Aulia LP: Aruan, Komara Djaja; Deddy Herdiansyah; Arimbi Heroepoetri; Anna Indria Witasari; Suranto; Ayub Pairunan; Endang Suhendang; Yanto Santosa, Raksaka Mahi; Ngadiono.

e) Evaluation Team for Second SNPFM Certification System Field Test: Budhi Sugarda, Hiras Sidabutar; Toga Silitonga; Loekito Darjadi; Rudy C. Tarumingkeng; Herman Prayudi; Teddy Pawitra; Chris A. Bennett; Effendi A. Sumardja; Iwan Tjitradjaja; Indroyono Susilo; Soemarso SR; Agus Purnomo; Ahmad D. Habir

f) Forest Management Unit PT. Hutan Mulia (Dwima Group) where the revised certification system field test was conducted.

g) Expert Panel I and II for Field Test of Revised Certification System for SNPFM: Didiek Suhanjito, Soedarjanto, M. Ratu Asyhari.

h) Assessors for field assessment on the Field Test for Revised Certification System on SNPFM: Nawa Irianto, Wuri, Ahmad, Jamartin Sihite, Sunardi, Jalal.

Finally, we also would like to extend our gratitude to our colleagues at the Executive Board of LEI who have been very active to directly or indirectly involve in the development of certification system and therefore, make this publication possible, as well to all parties we could not name of and also to field officers of forest management units who involved in the field tests as the counterparts to system developers, government agencies, NGO(s) and private sectors who gave significant contributions in designing and developing certification system in Indonesia.

Bogor, December 2000

Dradjad H. Wibowo
Executive Director
PREFACE
SUSTAINABLE FOREST MANAGEMENT

Indonesia is the third largest bio-diversity forest resource in the world after Brazil and Zaire. Forest gives mankind multiple advantages, either in economy and social-cultural or in environment. To reach the balance of those three benefits and to meet the aspect of fairness in generations, forest resources management insists a thoughtful consideration with long-term perception.

Forest resource is one of the natural resources under the state control and needs to be made the most of for the people’s welfare. The state is usually perceived as "territory, government and people". Forest retains public functions that have to be preserved in providing people’s life with essential environmental and social facilities.

One of the methods to urge sustainable forest management is by applying forest certification. In forest certification the performance of forest management is evaluated by examining the aspects of production, ecology and social. Any forest manager shall give their concern to sustainable functions of forest production, ecology and social. In Indonesia, forest certification initiative emerged after 1992 Earth Summit Conference in Rio de Janeiro. The first step of this initiative was to establish "Ecolabelling Working Group" that participated by parties with concern to forest situations, they were from government, academicians, NGO and private. Through long and tense discussions, an agreement on certification system was at last made. They were:

1. Sustainable forest management criteria and indicators
2. Certification application procedures
3. General requirements for persons involved with certification work, and
4. Manual for certification decision-making

For a credible certification system, the preparation process was made transparently and by act of participatory with reference to international standards. In addition, certification system shall at all times keep an eye to specific conditions in Indonesian forests resources.

To maintain an achievement of sustainable forest management we have developed a system known as timber tracking certification system (Chain of Custody/COC). This certification system provides information indicating that a Management/Forest Industry Unit is using raw material coming from resource that is sustainably managed (certified).

It is hoped that certification system established together with the stakeholders will be properly employed. Without the support from all parties in applying this certification it would be difficult for us to attain a fair and sustainable forest management. Therefore, the book is prepared with the above spirit as well as expectation of giving assistance to our goal: To Sustainably Develop the Forest.

Bogor, December 2000

Emil Salim
Board on Trustees
ABOUT THE LEI STANDARDS, LEI GUIDELINES, LEI TECHNICAL AND ACADEMIC DOCUMENTS

1. LEI standards describe system framework for sustainable production forest management, which are the basis for certification implementation. The standards also become assessment frameworks for Sustainable Production Forest Management System (SPFM).

2. The LEI Guidelines is the reference during an implementation of SPFM Certification activity, these guidelines define procedures for Sustainable Natural Production Forest Management (SNPFM) including procedure for the process of appealing against certification decision.

   LEI Guidelines in SNPFM comprises of three main parts:
   2.1 LEI Guidelines series 99-00 explains Minimum Requirements for certification implementers i.e.: certification bodies, Assessors and Experts Panel.

3. LEI Technical Documents are available for references in the assessments or in developing quality system for certification bodies. Available documents to date are Verifier and Verification Toolbox for Assessment Criteria and Indicators of Sustainable Natural Production Forest Management (SNPFM) System and Indicators of Intensity Scale for Sustainable Production Forest Management.

4. The Academic Document provides background, logical framework and the urgent to develop SPFM certification system.

5. This publication is prepared for the interest of SNPFM certification implementation in Indonesia. These guidelines are developed particularly to lead Executive Board of LEI, Secretariat and Certification Bodies as well as concerned parties.

5.1 For LEI Executive Board:
   5.1.1 To provide a basis to evaluate certification bodies for accreditation process.
   5.1.2 To provide a basis for developing other procedures.
   5.1.3 To provide for a transparency as LEI is required to be credible with the stakeholders including government, private sector in forestry, certification bodies, Personnel Registration Body, NGO(s) and general public.
5.2 For Certification Bodies:

5.2.1 To provide a concise framework to facilitate the development of effective certification systems
5.2.2 As reference in developing quality system for the certification bodies
5.2.3 To specify the performance that should be achieved by certification bodies in order of maintaining their accreditation from LEI

5.3 For management unit:

5.3.1 As a framework in achieving sustainable forest management.
5.3.2 As a reference for internal assessment in management unit to prepare for certification.

5.4 For concerned parties

5.4.1 As a reference to understand certification system that has been applied,
5.4.2 As a reference in the monitoring process of certification implementation,
5.4.3 As a reference for inputs providing as well as critics to the certification implementation,
5.4.4 As a reference for providing inputs and critics to the certification system.
SHORT NOTES IN THE DEVELOPMENT PROCESS
OF CERTIFICATION SYSTEM

1. LEI Standards, LEI Guidelines and Technical Documents have been developed through various consultations with multi-stakeholders in the form of seminars, workshop, meetings with selected participants, small group meetings and others.

2. LEI Standards, LEI Guidelines, and LEI Technical Documents has been developed through a long process, started in September 1999 to November 11, 1999.

3. In February 1998, the Ministry of Forestry initiated a workshop to discuss criteria and indicators for a system of management on natural production forest. The participants of the workshops were from government agencies (Ministry of Forestry), Indonesian Ecolabelling Working Group, and APHI Expert Team Members. The result was an agreement to a set of criteria and indicator for sustainable natural production forest management.

4. With reference to the above workshop results, Indonesian Standardization Body (ISB) endorsed the standards for sustainable production forest management as a guidelines for an implementation to be applied as the ISB Standard and Guidelines in 1998;
   - SNI 19-5005-1998: Terms and Definitions relating to Production Forest Certification
   - BSN Guideline 99: Certification System for Sustainable Production Forest Management

5. With respect to various inputs and critics via letters, fax, e-mail messages delivered to LEI Secretariat from the stakeholders on criteria and indicators for sustainable production forest management and its certification system, as well as recommendations from various discussion/workshops and other public meetings on LEI Standards and Guidelines to concerned parties in Indonesia together with memorandum of understanding between LEI and Forest Stewardship Council (FSC), LEI Board of Trustees decided to revise (amend) LEI certification system.

6. During the joint activities between LEI and FSC in international workshops, and joint field test for both systems, a revision needs to be conducted to the certification system (in subjects of Procedure for Certification Implementation as well as Criteria & Indicators) of Sustainable Natural Production Forest Management.

7. On November 11, 1999 –after system development and revision process was completed– LEI Board of Trustees approved LEI Standards, LEI Guidelines and LEI Technical Documents as the Final Documents as stated in a letter of approval No. 02/LEI/SK/1BP/XI/99 signed by Prof. Dr. Emil Salim. The revision process followed the stages as described in LEI numbering system.

8. This publication is based on a review of all comments and suggestions received until 2000. It has also been reviewed by the LEI editorial team to ensure the clarity, accuracy and adaptability of the sentences structure.

All parties are invited to give comments and suggestions to this publication.
All inputs should be delivered to LEI Secretariat.
# CONTENT

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numbering System Of The Indonesian Ecolabelling Institute Forest Certification System Documents</td>
<td>xvii</td>
</tr>
<tr>
<td>Gratiudes</td>
<td>vii</td>
</tr>
<tr>
<td>Preface Sustainable Forest Management</td>
<td>xiii</td>
</tr>
<tr>
<td>About The LEI Standards, LEI Guidelines, LEI Technical And Academic Documents</td>
<td>xiv</td>
</tr>
<tr>
<td>Short Notes In The Development Process Of Certification System</td>
<td>xvi</td>
</tr>
<tr>
<td>LEI Guideline 88 Timber Tracking Certification System</td>
<td>1</td>
</tr>
<tr>
<td>LEI Guideline 88-01 General Requirements for Timber Tracking Certification Body</td>
<td>13</td>
</tr>
<tr>
<td>LEI Guideline 88-02 General Requirements for Timber Tracking Certification Field Assessor</td>
<td>23</td>
</tr>
<tr>
<td>LEI Guideline 88-03 General Requirements for Timber Tracking Certification Expert Panel</td>
<td>27</td>
</tr>
<tr>
<td>LEI Guideline 88-21 Guideline for Field Assessment on Timber Tracking Certification</td>
<td>31</td>
</tr>
<tr>
<td>LEI Guideline 88-22 Guideline for Report-writing Field Assessment on Timber Tracking Certification</td>
<td>59</td>
</tr>
<tr>
<td>LEI Guideline 88-23 Guideline for Screening Process on Timber Tracking Certification</td>
<td>63</td>
</tr>
<tr>
<td>LEI Guideline 88-24 Guideline for Decision-making on Timber Tracking Certification</td>
<td>67</td>
</tr>
<tr>
<td>LEI Guideline 88-25 Guideline for Drawing-Up Recommendations on Timber Tracking Certification</td>
<td>73</td>
</tr>
<tr>
<td>LEI Guideline 88-26 Guideline for Surveillance Implementation and Certificate Extension on Timber Tracking Certification</td>
<td>79</td>
</tr>
</tbody>
</table>
1. Introduction

Chain-of-Custody is a critical component within the certification system due to its role as a bridge between the forest-based business/management unit as a producer and the community as consumers.

In addition of meeting-up with the consumer needs, the Chain-of-Custody shall be used by forest industry players to increase transportation and industry efficiency, as well as by the government to identify regional/national "legal" status of timber/forest product and to further determine policy treatment for timber/forest product with different status and to define actions towards forest resources security.

2. Scope

This document is prepared as general guidance to those involved in certification system such as government, consumers, forest industry player, field assessor, Certification body, Expert Panel, and others.

Chain-of-Custody certification system provides procedures for the Chain-of-Custody certification. LEI Guideline 88 is the cover of its derivative guidelines.

3. Glossary of terms

Definition and terms related to Chain-of-Custody certification system are made in general and in technical forestry terminology. The following terms shall further be used as reference:

3.1 Accreditation Body (LEI): an organization that has the authority to conduct accreditation to an organization or a legal body that carry out the certification program and its supporting activities.
3.2 **Batch Flow**: a process within a forest production unit that characterizes the origin of raw material based on in-lining processing.

3.3 **Certification Applicant**: is a management unit/forest industry unit that voluntarily applies for certification.

3.4 **Certification Review Body**: an organization formed and mandated by stakeholders within the certification system to resolve conflicts emerged by the issuance of certification decisions and stipulations.

3.5 **Chain-of-Custody Certification System**: is an inter-linking and inter-dependency supervision between certification applicant, Expert Panel, Field Assessor, Chain-of-Custody Certification Body, Certification Advisory Body, surveillance officer and stakeholders within the Chain-of-Custody certification scheme.

3.6 **Chain-of-Custody System**: activities carried out by an independent third party in order to issue a statement indicating that forest product released from related Forest Industry Unit is in conform with LEI Standard 5001.

3.7 **COC Certification Body**: is an organization or legal body with competency of providing COC certification services as accredited by LEI.

3.8 **Eco-Labeling**: a label/sticker attached to a product made by the applicant that provides information by stating that both criteria and indicator of sustainable forest management and Chain-of-Custody or timber tracking for forest certification have been fulfilled.

3.9 **Expert Panel**: an ad-hoc team formed by Certification Body that consists of individuals with expertise in certain field related to certification and/or with in-depth knowledge in certification process as well as having the authority in certification decision-making scheme.

3.10 **Field Assessor**: is an individual with authorization to undertake field evaluation on Management Unit performance during certification process as based on LEI 5000 Series. A field assessor shall have no financial relationship and/or ownership and/or other relation with conflict of interest potentiality to assessed management unit.

3.11 **Forest Certification Body**: an organization or legal body with competency of providing services on PHPL certification system, COC certification and Forest Product certification, which one or more have received accreditation from LEI.

3.12 **Forest Certification**: an examination and evaluation by an independent third party to issue statement/guarantee that a Forest Management Unit or Forest Industry Unit is managed in compliance with LEI Standard 500C consisting SFM Certification, Chain-of-Custody and Forest Product Labeling.
3.13 **Forest Industry Unit**: a commercial unit that processes and/or operating the mutation to shape, measurement, and character of raw material and its derivatives.

3.14 **Forest Product Flow System**: a configuration of forest product; mutation agent and forest product quantity, identification tool, recorder and documentation attached to forest product transfer. Timber flow becomes a subject of interest of Chain-of-Custody system.

3.15 **Forest Product Tracking (Chain-of-Custody)**: a series of coherent tracking in term of accountability that guarantees physical test sample accurateness, data and documentation of forest products.

3.16 **Individual Consultation**: a verification procedure, a legalization and/or dispute resolution in certification decision through individual discussion with the stakeholders.

3.17 **Inflow Gate Industry**: an authorized unit within the industry with control on raw materials ready to be used by relevant industry.

3.18 **Management Unit**: a unit of forest products sustainable arrangement managed by a certain body / individual / community with rights to manage the production forest.

3.19 **Outflow Gate Forest**: is a location under forest management control where raw materials are ready to be delivered to buyers.

3.20 **Outflow Gate Industry**: is a location under industry management control where products are ready to be delivered to buyers.

3.21 **Personnel Certification Body**: is an organization or legal body with competency of providing certification for Ecolabelling certification personnel as accredited by LEI.

3.22 **Regional Consultative Forum**: a verification procedure, a legalization and/or dispute resolution in certification decisions through group discussion forum of the stakeholders.

3.23 **Surveillance**: is an examination activity performed by: a) Certification Body to certified Forest Product Management Unit to decide whether the Certification is still valid, b) Accreditation Body (LEI) accredited Certification Body, Personnel Certification Body and Training Body, to decide periodically whether the accreditation is still valid.

3.24 **Training Body for Eco-labeling Program**: an organization or legal body that has been accredited to carry out Eco-labeling Program training activities.

3.25 **Transshipment**: transportation between nodes in a product flow without any change in ownership and shape.
4. Nodes of Forest Product Flow

During the product flow, a forest product either by itself (independently) or within selected timber (sortimen) may experience mutations (changing in form, number, size, quality, mark, and performance). Location of mutation is called as flow node. The nodes may be divided into three routes:

Route I: nodes located within a range of the forest to the first buyer or upstream forest product processing industry

Route II: nodes located inside industry domain

Route III: nodes located between the industry to the last buyer and/or transporter

Note: in the field, these classifications can be clearly identified, or in other word, one can find one or two route classifications. This may occur due to various kinds of forest product movement/configuration as well as by its scope of flow, which becomes object of certification.

Nodes configuration may be presented as transshipment matrix in Table 1 below:

<table>
<thead>
<tr>
<th>ORIGINAL NODES</th>
<th>TARGET NODES</th>
<th>FOREST OUTFLOW GATE</th>
<th>TEMPORARY LOGPOND</th>
<th>FINAL LOGPOND</th>
<th>INDUSTRY FLOW GATE</th>
<th>INDUSTRY</th>
<th>INDUSTRY OUTFLOW GATE</th>
<th>CONSUMERS TRANSPORTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARVESTING BLOCK</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td></td>
</tr>
<tr>
<td>FOREST OUTFLOW GATE</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td></td>
</tr>
<tr>
<td>TEMPORARY LOGPOND</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td></td>
</tr>
<tr>
<td>FINAL LOGPOND</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td></td>
</tr>
<tr>
<td>INDUSTRY INFLOW GATE</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td></td>
</tr>
<tr>
<td>INDUSTRY</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td></td>
</tr>
<tr>
<td>INDUSTRY OUTFLOW GATE</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td>Document and physical samplings</td>
<td></td>
</tr>
</tbody>
</table>
5. Chain-of-Custody Certification Object

Chain-of-Custody is principally carried out on:

a. Forest product movement system clarity
b. Forest product movement system performance

Basically, Chain-of-Custody is a one step backward examination, which is to find out whether the source of forest product in one previous node is certified. However, if the stated node has not yet been certified, Chain-of-Custody shall continue a tracking into further nodes until meeting an unbroken chain that indicates the forest product is originated from sustainable production forest management.

6. Certification System

6.1. Timber tracking activity consists of three principal parts:

a. Examination upon timber flow existence and quality in a valid mechanism of forest product flow administration form and implementation of system in transportation and timber mutation documents form under certain period of time.

b. Examination of timber stock in each node to test timber synchronization and balance

c. Examination/physical field test in the node of forest product flow, starting from block-cutting up to forest products on-board for end-consumer market.

6.2. Procedure for documents and field checking is started from final node/shipment up to upstream node and to certified node.

6.3. The depth of Chain-of-Custody may vary depends on the complexity of timber flow and complexity of applied field system.

6.4. The Chain-of-Custody certification process can be explained on the whole as follows:

The administration of linking and dependency relationship among elements involved in forest certification is presented in Figure 1.

6.4.1. Pre-Field Assessment

Pre-field assessment is a series of activities aiming to increase efficiency in evaluation process to enable the next evaluation run effectively by basic information agreement, and that non-compliance forest industry unit shall not necessarily continue their certification process.

Activities in pre-field assessment are:

a) Application from management unit and forest-based business unit

b) Screening by Expert Panel
• **Document evaluation**  
  Analysis is conducted during document evaluation to identify and to present the system of timber flow implemented by applying forest forest-based business unit. Another analysis is on applicant's performance during the last three (3) years in implementing the stated system as indicated by the regularity of timber mutation record on each node and timber balance sheets.

• **Decision making concerning to whether Chain-of-Custody certification process should continue or not, recommendation preparation and report writing.**

c. **Final decision by the Certification Body**

6.4.2 **Field Assessment**
Certification Body will send Field Assessor team to capture general orientation of forest product flow, to confirm critical nodes and Forest Industry Unit work-specifications. Field Assessor selects a field sample in the nodes of forest product flow to:

a) Carry out inspection on forest product flow through stock analysis as well as separation and batch flow availability.

b) Check forest product tag.

c) Carry out checking on documentation/filling system performance and capacity to manage forest product flow/progress and stock.

d) Conduct observation on timber mutation sampling.

Field Assessor prepares the report and presents it before the Expert Panel.

6.4.3 **Performance Evaluation and Certification Decision-making**
An Expert Panel performs analysis as based on screening and field assessment result recommendations. Analysis results would further be used as a basis for performance evaluation or acknowledged as Chain-of-Custody certification recommendation.

6.4.4 **Affirmation of Certification Decision**
Affirmation of certification decision is a process of legalizing Expert Panel decisions to become the Certification Body stipulations. Once the Management Unit or Forest Industry Unit is passed, the Certification Body shall make an open announcement through mass media and in addition send
confidential letters to the stakeholder involved in certification process, either from government and NGO, or from group/association circles.

6.4.5. Resolution of Conflict in Certification Decision

In order to increase the credibility of certification decision and to provide a broad opportunity for all parties to challenge the certification decision, this system is accepting all stakeholders to appeal any grievance upon certification decision and affirmation. Flow of appealing stages and the resolution process are presented in Figure 2. The mechanism of submitting and resolving grievance upon certification decision is regulated in LEI Guideline 55.
Figure 1. Flow chart of timber tracking certification procedures

START

Certification Application COC

Expert Panel Identification of Forest Product Flow System

Forest Product Flow System Transparency

Analysis on Expert Panel Decision-making

Decision Filter I

Eligible? 

Yes

Field Inspection by Field Assessor

Field Data

Report Writing and Presentation by Field Assessor

Analysis by Expert Panel

Expert Panel Decision and Recommendation (Filer II)

Decision on Timber Tracking Certification

Eligible for Certification

Yes

Timber Tracking Certificate

STOP
Figure 2. Administration Procedure for Grievance Resolution / Certification Decision

1. **Grievance upon Certification Decision**
   - Verification, Legalizing and Grievance Resolution by Certification Body
     - Consultation Process:
       - Personal Consultation
       - Regional Consultation
         (Discussion)

2. **Grievance can be resolved**
   - Yes
   - No
   - Decision-making Process by Dispute Resolution Committee
     - Certification Recommendation
       - Change
       - Certification Decision Changes

3. **CERTIFICATION DECISION UNCHANGED**
7. Decision-making

7.1 Decision-making on Chain-of-Custody certification may be performed on particular nodes of forest product flow, depend on the applicants request.

7.2 Results from Expert Panel screening process is direct and simple; certification would not be granted if the Expert Panel has decided not to proceed further to the next stages (random field assessment).

7.3 Chain-of-Custody decision-making is made by Expert Panel as based on Chain-of-Custody performance in nodes and the originality of forest product sources according to field sample test.

7.4 When one of the node manager has more than one forest product source, the Chain-of-Custody decision-making can only be carried out by a clear separation of material sources handling or batch flow clarity.

7.5 Type of certification can be (a) exclusive (industry with raw material that entirely coming from certified sources), and (b) non-exclusive (industry with raw material that not entirely originated from certified sources).

7.6 Chain-of-Custody certification is granted with attachment of forest product sources statement and forest yield clarification, that said they are originated from sustainable forest management unit.

8. Surveillance

To protect the credibility of its decision, Certification Body shall carry out surveillance on certified Forest-based Business/Management Unit. Surveillance is performed by a team whose member qualifications is equivalent to requirements stipulated for Expert Panel or Field Assessor Team Leader. Member selection and surveillance standards will be decided upon by the Certification Body and refer to Surveillance Guideline.

Announcement of surveillance results shall be conducted openly and in compliance with the quality system of related Certification Body.

9. Granting, Canceling, Pending and Extending of Certificate

9.1. COC Certification Evaluation Results

COC Certification evaluation is classified into two (2) categories, "pass" and "not pass".
9.2. Certification Canceling
Sustainable forest management certificate given by Certification Body to Forest-based Business/Management Unit may be cancelled when:

a) Expires and not extended
b) Surveillance or re-certification result states to cancel the certificate
c) The Forest-based Business/Management Unit's business permit is suspended
d) Forest-based Business/Management Unit is closed-down
e) Against the law
f) By Forest-based Business/Management Unit written request
g) By decision of Certification Review Council

9.3. Certification Pending
The COC certification given to Forest-based Business/Management Unit by Certification Body may be given a pending status when:

a) Part of Forest-based Business/Management Unit's location is under natural disaster and therefore decided as interrupting to the forest resource sustainability.
b) Forest-based Business/Management Unit under legal action by charge of doing an act against the law.
c) By Certification Review Council decision.

9.4. Certification Extension
Expired certification may be given an extension. The extension is given by considering the surveillance results. Application to extension shall be submitted at least 3 (three) months before the expiry date.

9.5. Certification Re-application by Forest-based Business/Management Unit that Not Pass.
Procedures for certification application for Forest-based Business/Management Unit that have not pass the certification process is as follow:

a) For those that have not pass the screening process, the evaluation shall be started from that stage;
b) For those that have not pass the stage of work performance evaluation, the evaluation may be performed by skipping the screening process, with condition that second certification application is submitted at not more than 3 months.
10. **Revision to Forest Certification System (SFNM and COC)**

Should any change/revision to LEI Standards, LEI Guideline and LEI Technical Document happened, the Forest-based Business/Management Unit shall perform adjustment to the stated new certification system.

Evaluation by Certification Body to certification system adjustment shall be performed at not more than 6 (six) months after the adjustment is stipulated.
LEI GUIDELINE 88-01

GENERAL REQUIREMENTS FOR CHAIN OF CUSTODY CERTIFICATION BODY

1. Introduction
Chain of custody certification body is a party that will undertake chain of custody certification process on the applicants business system. In order to make chain of custody certification body capable to carry its function properly in accordance to independence principals, non-discriminative, objectives and transparency, there is a need to regulate general requirements within a standard guideline. This LEI 88-01 guideline regulates all general requirements of Chain of custody certification body, which is a coherent part of LEI Document series 88 concerning to Chain of custody certification system.

2. Scope
The objective of this guideline is to determine the general requirements of chain of custody certification body.

These general requirements become a reference for a certain body that will implement chain of custody certification. Chain of custody certification body has to be accredited by Accreditation body before they can function.

3. Reference
3.3 BSN Guideline 49-1997, General requirements for Certification Body of Environmental Management System
3.4 FSC Accreditation Manual
3.5 LEI Standard 5005: List of Terminology and Definition related to Forest Certification
3.6 LEI Guideline 88: Chain of Custody Certification System
3.7 LEI Guideline 55: Guideline for Dispute Resolution against the Certification Decisions.
4. Requirements for Chain of Custody Certification Body

4.1. Chain of Custody Certification Body

4.1.1. General Rule

4.1.1.1. Chain of custody certification body must not have such linkage of which may create conflict of interest, among others while it is not limited to:
   a. a body that owned or held business activity in the certified field
   b. chain of custody consultative body or organizer of chain of custody consultative program
   c. Training agency or organizer of field assessor training and/or chain of custody certification assessor
   d. Personnel Registration Body
   e. Expert Panel

4.1.1.2. Chain of custody certification body carry out certification process transparently and there is no such obstacles or requirements to be allowed which can prevent stakeholder to access in it excepts that is determined in this guideline

4.1.1.3. Chain of custody certification body evaluates system in conformity to LEI guideline 88.

4.1.1.4. Chain of custody certification body defines certification decision, which is made by expert panel and has responsibility upon that decision.

4.1.2. Structure of Chain of custody certification body

5.1.2.1 Structure of chain of custody certification body must be set up to provide accountability towards its certification activity

5.1.2.2 Basically, chain of custody certification body must:
   a. have a document stating its legality of existence and detail of organization structure as well as shareholder on behalf of individual and/or organization;
   b. responsible upon decision for granting, suspending/terminating, withdrawing certification and maintaining/ extending certificate;
   c. define management which in general has responsibility upon these following matter:
      1) policy brief related to certification execution,
      2) certification execution according to LEI Guideline 88,
3) Dispute/grievance resolution upon certification decision in conformity to LEI Guideline 55,
4) monitoring of policy implementation,
5) monitoring of the financial state of chain of custody certification body.
6) delegating authority to the committee or individual, where appropriate, to take over designated duty.

d. has a financial sources and other resources required for conducting chain of custody certification system;
e. has an adequate number of personnel to execute chain of custody task, and each of personnel has the required quality;
f. has a quality system which can provide assurance upon its capability in executing chain of custody certification system;
g. has regulation and procedure to involve individual and/or group within certification process;
h. has a policy and procedures which distinguished between chain of custody certification activity with others;

4.1.3. Quality System of Chain of Custody Certification Body

4.1.3.1. forestry business of chain of custody certification body with executives responsible for quality system must define and keep a policy document with regards to quality including its objectives and commitment

4.1.3.2. chain of custody certification body carry out quality system in conforms with elements relevant to this guideline

4.1.3.3. chain of custody certification body must guarantee an effective implementation of quality system procedures and working instruction

4.1.3.4. forestry business must guarantee that quality system is comprehensible, workable and maintainable by all level of division within chain of custody certification body

4.1.3.5. it has clear line of authority, responsibility and functions in accordance to the existing organizational structure

4.1.3.6. quality system is documented in a quality guideline and standard operating procedures, which interrelated. Quality guideline should at least contain matters as follow:

a. statement on quality policy;
b. brief description on legal status of chain of custody certification body including name of owners, either individual or organization and manager’s name;

c. chart of organizational structure which clearly shows line/hierarchy of authority, responsibility and function as well as relationship among division responsible to undertake certification;

d. operational and functional duties and services related to quality of which scope of responsibility of each personnel can be recognized by stakeholder;

e. occupation, qualification, authority and responsibility of personnel involved and influenced against certification quality being undertaken;

f. procedure and policy on recruitment or training for all permanent and contract personnel;

g. administration procedures including document control;

h. procedures and policy to conduct review on forest-based business;

i. requirements and standard operational procedures for certification execution process are as follow:

1) Field pre-assessment stages
   1.1. Application for certification
   1.2. Agreement on certification execution
   1.3. Screening process by expert panel
   1.4. Determination on expert panel decision and recommendation by Chain of custody certification body

2) Field assessment stages
   2.1. Preparation of field assessment which comprise of:
      2.1.1. designing field assessment work plan by field assessor
      2.1.2. administrative preparation
   2.2. Execution of field assessment activity,
   2.3. Establishment of report on field assessment result

3) Evaluation stages and decision making by expert panel

4) Determination on certification decision and announcement of certification result
j. procedure for handling appeal for grievance, complaints and certification dispute;
k. procedure for conducting chain of custody certification surveillance;
l. procedure for granting, suspending, withdrawing and extending certificate;

4.1.4. Granting, suspending, withdrawing and extending chain of custody certificate is done by Chain of Custody Certification Body referred to LEI Guideline 88.

4.1.5. Internal audit, correction and prevention action together with management review on chain of custody certification body must carried out a well planed and systematic internal audit regularly with respect to all procedures in order to prove that the quality system defined has been implemented effectively.

4.1.6. Chain of custody certification body management with executive responsibility entity carry out management review on quality system within certain time of interval to ensure its conformity and effectiveness in meeting this guideline and quality system defined. Result of that management review shall be documented.

4.1.7. Documentation

4.1.7.1. Chain of custody certification body must make and maintain the document up-to-date for public availability upon request. Documentation must include:

a. information on operational authority of chain of custody certification body;

b. description of certification system and certification process being conducted;

c. description on how chain of custody certification body obtain financial support and general information regarding to certification cost being borne to the forest business unit as applicant and for that has been certified;

d. description regarding to right and responsibility of forest business unit as applicant and for that which is certified;

e. information on dispute resolution procedures upon result of certification;

f. Information regarding to the certified forest business unit and type of certification that has been undertaken.
4.1.7.2 Chain of custody certification body determines and undertakes procedure to control all data and documents related to its certification activity.

4.1.7.3 List of document together with each publication status and amendment or other changes and its adequacy must be maintained to ensure that the proper document can be acquired by personnel from chain of custody certification body or forest business unit to carry out function related to certification.

4.1.8. Record

4.1.8.1 Chain of custody certification body must have a record system that ensure the continuation flow of information

4.1.8.2 Record must indicate that certification procedures has been fully met effectively, among of those covers:
   a. documents and process of certification application including contract document with forest business unit as applicant;
   b. qualification, selection process and contract with field assessor or expert panel;
   c. documents, process and result from documents evaluation by expert panel;
   d. document and announcement process to collect comment/input from community concerning to forest management being certified;
   e. documents and field assessment process, result from field assessment together with input from community which is submitted to chain of custody certification body;
   f. documents, process and result of document evaluation by expert panel;
   g. decision on granting, suspending, withdrawing and extending of certification and announcement of certificate decision;
   h. document of grievance upon result of certification as well as dispute resolution process;
   i. cost expense for certification and fee expenditure in conform with the existing regulation;
   j. documents and process together with surveillance result upon forest business unit that has passed from certification.
4.1.8.3 Chain of custody certification body must have a policy and procedure to keep the record for a certain period of time according to contract, legal status or other obligation.

4.1.8.4 Chain of custody certification body must have policy and procedure related to access to the record

4.1.8.5 Chain of custody certification body must request that each certified forest management unit provide record regarding to grievance upon certification result submitted to stakeholders.

4.1.9 Confidentiality

4.1.9.1 Chain of custody certification body must have sufficient stipulation in conform to existing regulation in order to keep the confidentiality of information obtained from a series of certification activity on the entire level of organizational structure.

4.1.9.2 Unless requested under chain of custody certification system scheme, information regarding to forest business unit can not be passed to third party without written permit from relevant forest business unit party. If under regulation it is permitted to give information to the third party then the relevant forest business unit must be informed according to stipulation being in effect.

4.1.9.3 Particularly for information obtained from open access/free standing of forest management unit and/or stated as publicly available by chain of custody certification system, then chain of custody certification body may inform it to the interest party upon request without asking permit from the relevant forest management unit.

4.1.10 Publication

4.1.10.1 Chain of custody certification body must have policy and procedures for publishing information related to chain of custody certification

4.1.10.2 Information being published must be clear and not conflicting with confidentiality assurance of which it had been agreed upon agreed the matter by chain of custody certification body and party requested

4.1.10.3 Publication is conducted as early as possible through media accessible to stakeholders covering of the following:

a. each changes that is related to standard, requirements and certification procedures;
b. forest business unit, which is under certification process or that, has been certified.

4.1.10.4 Chain of custody certification body provide publication which available upon request, cover of:

a. summary of certification on certain forest business unit including information regarding to forest business unit, field assessor, expert panel and evaluation result by expert panel;
b. progress on an on going certification being conducted on certain applicants of forest business unit;

4.2. Personnel of Chain of custody certification body

4.2.1. General Provision:

4.2.1.1. personnel of chain of custody certification body which is involved within certification must have capability to carry out their function

4.2.1.2. information of qualification, training and experience relevant to each personnel must be maintained and keep up-to date by chain of custody certification body

4.2.1.3. a documentation of current technical guideline describing that task and responsibility must exist

4.2.1.4. chain of custody certification body assign the leader of field assessor team

4.2.1.5. certification body need to assign facilitator to undertake certification process

4.2.2. Field assessor and expert panel qualification are referred to requirements defined in LEI 88-02 concerning General Requirements for Field Assessor and LEI 88-03 concerning General Requirements for Expert Panel;

4.2.3. Chain of custody certification body must have procedures for:

4.2.3.1. selection of field assessor and expert panel, which refer to regulation on requirements, defined for field assessor and expert panel.

4.2.3.2. performance evaluation for field assessor and expert panel during further assessment and monitoring process

4.2.4. Personnel Contract

4.2.4.1. Chain of custody certification body must request obligation from field assessor and expert panel involved in carrying out certification to sign
contract and other documents. This obligation should state their commitment to obey norms defined by chain of custody certification body including any matters related to the confidentiality and freedom against commercialization or other interest as well as their previous and current relationship with forest business unit being certified.

4.2.4.2. Chain of custody certification body must guarantee and make documentation for the appropriateness of personnel being involved within certification activity against such requirements written in this document.

4.2.4.3. Certification body must have policy and procedures for managing compensation upon the engagement of filed assessor and expert panel.

4.2.5 Personnel Record

4.2.4.4. Chain of custody certification body must have and keep the record up to date containing personnel involved within certification.

4.2.4.5. Chain of custody certification body must have procedures, which can guarantee and verify that personnel being involved within certification kept maintaining record in accordance to these guideline requirements.

5. Dispute Resolution Procedures upon Result of Certification

Dispute resolution upon certification result, which submitted by stakeholders to the chain of custody certification body, shall refer to LEI Guideline 55 concerning Dispute Resolution against the Certification Decision.

6. Arrangement for the use of certificate, logo and Passed label of Chain of Custody Certificate

6.1. In the case where certification body offer rights to the use of certificate, logo or label of chain of custody passed forest management unit should use them in appropriate manner and with written authority from the certification body.

6.2. Chain of custody certification body must have procedure in place to make an appropriate action to handle wrong reference against certification system or misuse of certificate, logo or passes label of chain of custody certification which is found in advertisement, catalog and other means of media.

6.3. Procedure for logo utilization should refer to LEI manual logo and policy.
1. Introduction

Chain-of-Custody Field Assessor is an individual person, who will undertake field assessment process by using evaluation guideline defined in COC certification system. For an effective field assessment, general requirements for Field Assessor need to be designed. LEI Guideline 88-02 regulate the general requirements for Field Assessor and become a coherent part of LEI Guideline 88 which regulates COC certification system.

2. Scope

The objective of this guideline is to define criteria and general requirements for Field Assessor of COC based on LEI standards. This document also provides baseline for setting up procedures of Field Assessor registration and the rights in registration number application.

3. Reference

3.1 LEI Guideline 88: Chain of Custody Certification System
3.2 LEI Guideline 55: Guideline for Dispute Resolution against the Certification Decision

4. Criteria and Requirements for Chain-of-Custody Field Assessor

4.1. Chain-of-Custody Field Assessor Expertise

4.1.1. Chain-of-Custody Field Assessor should have a minimum degree of Diploma III (DIII) with experience in his expertise at minimum of 5 years, or bachelor (S-1) degree with 3 years experience.

4.1.2. Chain-of-Custody Field Assessor includes:
   a. Field Assessor in the field of forest product production management
   b. Field Assessor in the field of forest product technology/industrial management

4.1.3. Compulsory expertise for COC Field Assessor are:
   a. Forest management
   b. Forest product technology/industrial management
4.2. Levels in COC Field Assessor are:
   4.2.1. Junior Field Assessor
   4.2.2. Senior Field Assessor
Team leader of COC Field Assessor shall be a member with level of Senior Field Assessor.

4.3. COC Field Assessor qualifications are determined by Personnel Registration Body based on requirements defined in "Criteria and Requirements for Field Assessor", as stated in this guideline.

5. Function and Duties of Chain-of-Custody Field Assessor
The main functions of COC Field Assessor:

5.1. To establish a work plan based on information from the forest-based business unit and Expert Panel recommendations.

5.2. To present the work plan to Expert Panel and related forest-based business unit (entry briefing) to be agreed for.

5.3. To collect primary and secondary data of forest-based business unit in the field based on guidelines related to the activity of field assessment.

5.4. To conduct analysis and reach up conclusion upon collected field data and to write report on field assessment results based on guidelines related to Reporting of COC Field Assessment Results.

5.5. To present preliminary field assessment report to relevant forest-based business unit. This report should provide information regarding temporary COC condition of forest-based business unit and to solicit clarification (this activity also called exit briefing).

5.6. To present the findings to Expert Panel. This report should contain detailed information on forest-based business unit conditions to assist Expert Panel on their certification decision-making.

6. Junior Field Assessor

6.1. Expertise and Level of Education
Junior Field Assessor shall:

6.1.1. Have the capability in COC certification related science discipline and technology, which is proven by formal degree, or level of education as stipulated by point 4.1.1.
6.1.2. Technically capable in conducting field assessment activity within the scope of forest-based business unit.

6.1.3. Have the capability to analyze data/field information and to make conclusion on each indicator within his/her expertise and present them properly in the report of field assessment result.

6.1.4. Have a good communication skill both orally and verbally.

6.1.5. Be registered as “Junior Field Assessor” in the Personnel Certification Body.

6.2. Training

Junior Field Assessor shall have completed the COC training for Field Assessor or other procedures as determined by Personnel Registration Body, and declared graduated.

7. Senior Field Assessor

7.1. Expertise, Level of Education and Experience

Senior Field Assessor shall:

7.1.1. Have the expertise, level of education and experience as Junior Field Assessor.

7.1.2. Have a combination of leadership capability and experience to be effectively functioned as an organizer of Field Assessor team on site.

7.1.3. Capable of making performance evaluation of Field Assessor team.

7.1.4. Have the ability to be firm and fair in the communication with senior leader from the relevant forest-based business unit in any special matters.

7.2. Training

Senior Field Assessor is a Middle Field Assessor who have completed the training on COC certification for Senior Assessor or other training related to COC certification system as admitted by Personnel Registration Body and declared graduated.

7.3. Assessment Experience

Senior Field Assessor shall:

7.3.1. Have completed five (5) field assessments based on LEI Guideline related to the COC field assessment under the responsibility of eligible Senior Field Assessor.

7.3.2. In the case of Senior Field Assessor unavailability to provide assistance and training a team or expert appointed by PCE will take over the responsibility.
8. Registration

Candidates with appropriate qualifications as stated by point 4 of this document will be registered by PRB Secretariat as Junior Field Assessor and Senior Field Assessor.

9. Private Data Record

Junior Field Assessor and Senior Field Assessor have the obligation to maintain an updated personal data in accordance with rules defined by PRB, covering:

9.1. name, address, and date of birth
9.2. name and address of employing organization
9.3. position within the organization
9.4. level of education
9.5. professional capability (expertise) and COC Field Assessor status
9.6. work experiences in COC certification
9.7. COC certification training participation and result of relevant test and evaluation, for example, COC Field Assessor training and other topics relevant to COC certification
9.8. detail of participation in field assessment activity (as written in the log book)
9.9. Other special expertise
9.10. Evidence to support the truth of information given in the application such as: documents approved by authorized staff/expert or applicants supervisor
9.11. latest date of record

10. Confidentiality Assurance

Field Assessor has the responsibility to ensure the confidentiality of all information related to forest-based business unit for certification assessment purposes.
1. Introduction

Decision making process for the granting of Chain-of-Custody certificate shall be carried out by the Expert Panel. The Panel is consisting of non-permanent and independent members originated from a specific group. In order to meet this exclusive requisition, general requirement concerning this Expert Panel needs to be arranged. The LEI Guideline 88-03 is a coherent part of LEI 88 Guideline on the system of Chain-of-Custody certification.

2. Scope

The objective of LEI Guideline 88-03 is to determine the criteria and general requirements for Chain-of-Custody Expert Panel, including the requirements and characteristics of members, the commissioning process, the function and duty, the composition and the result.

3. Reference

3.1. LEI Guideline 88: Chain-of-Custody Certification System
3.2. LEI Guideline 55 : Guideline for Dispute Resolution against the Certification Decision

4. Definition and General Requirements for Expert Panel

4.1. Expert Panel is an *ad hoc* group established by the certification body, consist of individuals with expertise in certain sciences and/or with deep knowledge in certification process and have the authority to make decision in the Chain-of-Custody certification process.

4.2. Certification body is establishing the Panel Expert temporarily with duty of giving assistance to the certification body in the assessment of forest industry unit for Chain-of-Custody certification.
4.3. Expert Panel shall be obliged to certification decision. When necessary, Expert Panel shall be able to provide explanation, comment or opinion upon its certification decision. In the case of certified forest-based business/management unit, this engagement may last during the valid period of the certificate.

4.4. Members of Expert Panel in this context are whom with in-depth knowledge in one or more aspects as follow:
   4.4.1. Management Aspect of Forest Enterprises
   4.4.2. Aspect of Company Accounting
   4.4.3. Aspect of Forest Product Trading
   4.4.4. Management Aspect of Forest Product Industry
   4.4.5. Technological Aspect of Forest Product Processing

4.5. Based on their expertise, Panel members are classified into:
   4.5.1. Forest Enterprises Management expert
   4.5.2. Forest Product Industry expert

4.6. Technical Expertise of Expert Panel members
   4.6.1. Panel members shall have the capability to undertake assessment by information from forest-based business unit
   4.6.2. Panel members shall have experience in their field of at least five (5) years with history of conducting similar activity
   4.6.3. Panel members shall comprehend the assessment system in Chain-of-Custody certification.

4.7. Characteristics of Expert Panel
   Expert Panel members shall put forward the independency and integrity of assessment against scrutinized management unit. Hence, Expert Panel requires several characteristics as follow:
   1. Shall be aware and have interest upon the Chain-of-Custody issues
   2. Shall have interdisciplinary knowledge, or, be perspective and willful to collaborate with other experts
   3. Shall have a high integrity in supporting assessment objectivity
   4. Unbound by collusion/vested of interest, which directly relates to Field Assessor or assessed Management Unit.
5. Selection and Appointment of Expert Panel Members


5.2. To meet those qualifications, selection process is performed through the following:
   5.2.1. Inputs coming from other parties. Member candidates are formally proposed to the certification body, along with their curriculum vitae and recommendation from stakeholders.
   5.2.2. Certification body invites anyone eligible to be the Expert Panel member.
   5.2.3. Certification body may conduct verification on the candidate's qualification as acknowledged by the related candidate.

6. Expert Panel

6.1. Expert Panel functions:
   6.1.1. To decide whether the applying forest industry unit is eligible to enter the next certification step.
   6.1.2. To outline the Field Assessment Work-plan together with Field Assessor.
   6.1.3. To evaluate the performance of a forest-based business/management unit based on site/field evaluation, community input, and initial screening.
   6.1.4. To summarize the result of Chain-of-Custody evaluation in the applying forest-based business/management unit.
   6.1.5. To decide whether evaluated forest-based business/management unit is approved or not.
   6.1.6. To provide recommendation on adjustments to be performed by management unit in relation to the Chain-of-Custody certification program as well as surveillance purposes.

6.2. Number of expertise composition among Expert Panel members: membership shall at least represent by 3 (three) persons with expertise in forest enterprise management and forest product technology/industry.

6.3. Initial Screening Stage by Expert Panel
   6.3.1. Expert Panel conducts evaluation on each information from the forest-based business/management unit related to the scope of chain of custody certification.
   6.3.2. In the case of information insufficiency, Expert Panel shall convey this situation to the certification body, which further deliver to the applying forest-based business/management unit for necessary completion.
6.3.3. Expert Panel conducts information clarification with respected forest-based business/management unit.

6.3.4. Expert Panel shall carry out the field visit at the same time with Field Assessor.

6.3.5. Result from initial screening covers:
   a. Decision on whether certification process will be continued or not;
   b. Information brief meant as an input for work-performance evaluation during the final decision of certification;
   c. Recommendation to the Field Assessor for a more concise field assessment framework.

6.3.6. Expert Panel receives and approves work plant presentation of field assessment from the Field Assessor team.

6.4. Final Screening Stage/Decision-making

6.4.1. To study information in the Chain-of-Custody system and performance based on field assessment results, inputs from community and results from initial screening.

6.4.2. To accept the presentation of field assessment result and to clarify with field assessor party and applying forest-based business/management unit the information collected from them.

6.4.3. To place evaluation on by contrasting the criteria (LEI Guideline 88-24) with actual condition to determine decision making process component.

6.4.4. To decide the granting of Chain-of-Custody certificate based on a standard procedures of the Chain-of-Custody decision making.

6.4.5. To determine the recommendation for management unit involved in Chain-of-Custody system and surveillance.
1. **Introduction**

This guideline is intended for field assessor to effectively conduct his/her duties obtaining target, efficiently use of time and energy, and subsequently produce high quality of finding.

The field assessment is conducted as the second stage of this chain of custody certification process, which is to evaluate performance of forest product movement within a management unit.

A forest management unit is a classification that include all pertaining to timber origin business activities, weather an integrated business within a group of companies or individual, and is meant to be raw material producer.

Forest product assessor shall be one whom has not any relation whatsoever with any knots ownership. This is necessary due to cross company assessment within the same route of wood product movement. Discrepancy may rise if two consecutive knots are owned by two different business entities (who will be liable for the certification cost). Therefore, it is necessary to resolve this discrepancy prior to conduct field assessment.

2. **Scope**

The main function of field assessor will include the following:

1. To carefully study any recommendation of Panel I
2. To perform entry briefing at the management unit which include tentative field work schedule
3. To visit each knots for collecting and conducting necessary documentation, data, inspection and sampling
4. To perform data analysis and evaluate performance of chain of custody system
5. To perform exit briefing gaining further confirmation and additional information
6. To prepare assessment report and present it to the panel II
Figure 1. Working Process for Field Assessor

START

RECOMMENDATION (PANEL 1)

ENTRY BRIEFING

WORKPLAN AND ORGANIZATION

KNOTS VISIT, INSPECTION/SAMPLING

THE STRUCTURAL PERFORMANCE DATA: FLOW, STOCK, SEPARATION, RESULT OF INSPECTION, TAGGING

ANALYSIS AND EVALUATION

PRELIMINARY RESULT AND EXIT BRIEFING

REPORTING AND PRESENTATION IN FRONT OF PANEL II

REPORT FINALIZATION AND PRESENTATION OF RESUME

SUBMISSION TO PANEL

STOP
3. Component for Assessor Activities

Based on the scope described above the following are major guidelines to be performed by all Field Assessors:

1. Entry and exit briefing
2. Structure and work plan
3. Field assessment Route I
4. Field assessment Route II
5. Field assessment Route III
6. Field report preparation

4. Entry and Exit Briefing

4.1. Objective
This entry briefing between assessor and the management unit is intended to have transparency, objective and smoothness during the period of field activities. Whereas the exit briefing is required to further validate its tentative result and gain any additional information that the management unit would like to address.

4.2. Entry briefing
- To describe the chain of custody system and assessor mission
- To describe the process of forest product movement implemented by the management
- To prepare job description and tentative working schedule

4.3 Description of the chain of custody
- Description of system and procedure
- Description of criteria and how to evaluate
- Description of certification decision making

4.4. Description of forest product movement implemented by the management
- Goal and mission
4.5. To be requested to the management

- Team member as counterpart
- Necessary documentation according to stated specification and its location
- Rights to access to all knots

4.6. Exit briefing

- Tentative result of visit including any difficulties
- Confirmation the above result and all information collected on the field
- Any additional information address by the management

4.7. Completeness of necessary administrative matters

- Presentation materials of both briefing including list of attendees.
- Written addressed information by the management during both briefing

5. Structure and Work Plan

5.1. Objective

The explanation of activity plan is to gain good flow of work, the same vision and resulting efficiency of work load, infrastructure and transportation required during the field visit.

5.2. Structure

Working structure or composition of assessors shall be prepared to suit the specification and complexity of the management unit. Capacity and capability of each assessor is required to accommodate the process, knots and its location. Function of the team leader is very important; he or she shall take necessary initiative to consult with the management unit concerning the dynamic of its process. Many knots are set for specific requirement and may be located spaciously, therefore, shall be anticipated accordingly.
Due to a limited number of person involved and counterpart it is mostly necessary to double-up for each team member.

It is best for the team leader to making sure that all members understood the situation, responsibility and being adaptive without disregarding its goal. There is also the need to express concern to everyone that field condition may at any time be effected due to changed in whether, accessibility, etc.

Team member normally be selected from individual that familiar with forestry industry. Other than experiences mentioned in curriculum vitae it is best to note that each member shall have integrity and signed of curiosity in all manners.

5.3. Work plan

All activity should be put into one integrated work plan. Variety and quantity of topics may be different from one site to another, however, the following should be prepared carefully.

5.3.1. Data collecting

Documentation is gathered to follow its classification shown below:

a. By working unit under the process flow example below:
   (i) Logging Camp I
   (ii) Logging Camp II
   (iii) Industry I
   (iv) Industry II

b. By knots example below:
   (i) Forest concession
   (ii) Log storing or called TPN
   (iii) Relaying point in the forest area
   (iv) Logpond temporary
   (v) Log selling point
   (vi) Logpond at sawmill or upstream industry
   (vii) Upstream industry or called IPKH
(viii) Warehouse
(ix) Loading point (selling point at IPKH)

Note: Point i through v may already be covered by the sustainable forest management certification

c. By type of documentation listed below:
   (i) Incoming
   (ii) Outgoing
   (iii) During transportation
   (iv) Transactional
   (v) Stock inventory

Other supporting documents such as:
   (i) Salary or remuneration
   (ii) Operational (plan, registration and maps)
   (iii) Taxation and auditing
   (iv) Others

5.3.2. Document analysis
   a. Plan the study so that mapping of log movement can be established followed by consultation to the management unit. This activity should not take more than 3 hours
   b. Make a list of all document existed on each knot
      Knot: Focusing where mutation is taking place
      Mutation: changed in shape, measurement, quality, volume and other necessary tagging/attachment/identity
      Administrative: Document and identity attached to the log
      Document that explain its process
      Document that explain any checking
      Document that explain stock or balance statement

5.3.3. Implementation
   Planning prior to field activity, for example:
   a. Visit to all knots
b. Evaluate all documents at each and in between knots

c. Sample documents and making sure physical inspection

d. Make a brief report at each knot

These above activities should be registered into the itinerary matrices shown below:
### FORM LB NO. 01: Itinerary Field Assessor

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
6. Field Guide Route I: Forest to Logpond of Upstream Industry

6.1. Background and Purpose

It is important to note that forest products may have gone through various changes i.e. places, shapes, measurements, quality and even its characteristics. Chain of custody Route I is intended to collect information of forest product movement starting from its concession block to the downstream industry such as sawmill. Tracing log via this route I is therefore to gain information on the performance and system of timber and its associated products movement.

6.2. Field Assessment Objective

There are three objectives on this route (forest to industry), namely:

a) Primary document verification and evaluation – to assess that all necessary legal documents are conform to the chain of custody criteria.

b) Log movement verification – each knot should describe systematic monitoring for every step of movements, simultaneously, the log and the document (number of log ins and outs).

c) Tractability – chain of custody performance is measurable by cohorts of log with specific identity (dispatched and received by two adjacent knots).

Procedure 2.

2. Visit the knot (as described in chain of custody system) making sure meeting with its Officer-in-charge is taking place, with the following guide:

a) Briefly explain your responsibility (not more than 10 minutes)

b) Ask what are his responsibilities and functions on this specific knot

c) Ask any linkages to previous and following knots

d) Request all documents attached to each log movements on this location, making sure you have a copy of forms involved.

e) Study all documents and record your notes using FORM LB-02

f) Prepare a sample document for linkage to physical verification using FORM LB-03

To do a field sample you may use FORM LB-04, adjust or modify to local condition accordingly.
INDONESIAN ECOLABELING INSTITUTE
CHAIN OF CUSTODY CERTIFICATION

FORM LB-02. KNOT DOCUMENT OBSERVATION

1. DOCUMENT IDENTITY:
   a) Knot:
   b) Name/Title of document:
   c) OIC:
   d) Filled by:
   e) Checked by:

2. CONTENTS OF DOCUMENT
   1. Column (main and derivatives)
   2. Row (main and derivatives)

3. ANALYSIS
   a) To OIC, this document functions as
   b) To Assessor, this document functions as
   c) Assessment toward completeness
   d) Assessment toward consistency
   e) Assessment toward sample liability
   f) Assessment toward ability to be separated
   g) Assessment toward balance statement:
      i) Total incoming log of today/this month (according to type, quality, number, volume and may use separate paper if necessary)
      ii) Total outgoing log today/this month (according to type, quality, number, volume and may use separate paper if necessary)
      iii) Total remaining log today/this month (according to type, quality, number, volume and may use separate paper if necessary)
<table>
<thead>
<tr>
<th>NO</th>
<th>TRUNK NO</th>
<th>QUALITY</th>
<th>TYPE</th>
<th>BASE DIA.</th>
<th>TIP DIA.</th>
<th>LENGTH</th>
<th>VOLUME</th>
<th>DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IV. ANALYSIS:

1. Deviation of type: ________________________________

2. Deviation of quality: ________________________________

3. Deviation of trunk number: ___________________________

4. Deviation of measurement: ___________________________

5. OTHER NOTES:

I. ANALYSIS:

1. Deviation on type/species: ___________________________

2. Deviation on quality: ________________________________

3. Deviation on number of trunk: _______________________

4. Deviation on measurement: ___________________________

II. OTHER REMARKS: ________________________________
## FORM LB-04. EXAMPLE CHAIN OF CUSTODY PERFORMANCE

<table>
<thead>
<tr>
<th>NO</th>
<th>TRUNK NO</th>
<th>VOL (M3)</th>
<th>DATE &amp; NUMBER OF PRIMARY LETTER</th>
<th>AT IPKH</th>
<th>LOGYARD</th>
<th>TPK-79</th>
<th>TPN</th>
<th>RECEIVE D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/12/98</td>
</tr>
<tr>
<td>NO</td>
<td>VOL (M3)</td>
<td>LOGYARD</td>
<td>TPK-79</td>
<td>TPN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>----------</td>
<td>---------</td>
<td>--------</td>
<td>-----</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>5.26</td>
<td>14/1/99</td>
<td>3/12/98</td>
<td>19/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>3.55</td>
<td>14/1/99</td>
<td>3/12/98</td>
<td>19/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>3.38</td>
<td>14/1/99</td>
<td>3/12/98</td>
<td>19/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>2.91</td>
<td>14/1/99</td>
<td>4/11/99</td>
<td>19/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>2.15</td>
<td>14/1/99</td>
<td>6/11/99</td>
<td>19/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>4.32</td>
<td>14/1/99</td>
<td>7/11/99</td>
<td>17/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>2.05</td>
<td>14/1/99</td>
<td>7/11/99</td>
<td>29/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>2.46</td>
<td>14/1/99</td>
<td>7/11/99</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>3.83</td>
<td>14/1/99</td>
<td>9/11/99</td>
<td>17/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>6.65</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>19/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>2.37</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>29/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>5.04</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>5.81</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>6.02</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>5.64</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>7.3</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>4.19</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>3.08</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>8.69</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>6.05</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>6.74</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>3.8</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>6.28</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>3.63</td>
<td>14/1/99</td>
<td>11/12/98</td>
<td>20/12/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Field Guide Route II: Logpond to Warehouse (Industry)

7.1. Background and Purpose

Tracking of log or raw material starts from entry gate until exit door of a management unit. This evaluation is intended to follow through the movement of log involved as raw material into a new shape product, for example, from log into plywood.

Assessment on this route is to include inspection, witnessing and shall also be checked and rechecked. Please making sure that data collected on the following stages shall be recorded:

1. Incoming logs from vendor that is sustainable forest management certified. Log that comes from an uncertified vendor would jeopardize the certification.
2. Preparation of timber movement system within a management unit from a raw material stage into a different product that conforms to sustainable forest management principal.
3. Preparation of product labeling for consumer guarantee that it was made from a source that sustainably managed.

Tracking timber product will yield a comparative value between theoretical against reality within a specific industry. This evaluation will indicate some sort of guarantee the origin of its raw materials, each step of processes and each change of status. As an example, the evaluation value of 100% means:

1. Sure enough about the origin of timber, as raw materials, comes from a sustainably managed forest.
2. Sure enough that all materials used are traceable in all processes.
3. Sure enough that all labeling contains correct information.

Beside those described above, rationality on each of these processing process will support the certainty for granting such guarantee. Final result may also give a picture of efficiency and efficacy of each stages of process in order to increase working performance, if necessary, and quality control which probably to be implemented.
7.2. Procedure

Woodworking industry is classified into two different groups as stated below:

1. Product that one could still see the parts of wood including sawmill, plywood, laminating, molding and particleboard.

2. Product that has gone through a totally changed of form including fiberboard, paper and rayon.

Each group or type of timber industry is somewhat different and therefore tracking on source of raw material must be based and distinguished according to its processing process taking into account all stages that able to provide the tracking information. Every process of timber processing has its main stage of process that can be used for raw material tracking. Therefore, even though there is a modification and completion or addition within stages of timber processing process, field assessor should be able to sort out which one belong to the main process and that consider as an additional. Additional process and other modification are commonly meant to increase efficiency and to produce certain product.

The condition mentioned above (modification of process) will not be similar from one mills to the other plywood mills as well as level of difficulties following it. When difficulties and confusion in initial tracking are found then tracking should be divided into two groups that is tracking for the first group covering of timber processing process globally as if it works in the main process. The second group is additional tracking which stand as accompany to the main tracking so that the product being examined is not losing its supporting value for the purity/cleanliness.

The critical stages of processing process can actually be found in every industry (as the main part of process) which can be considered as timber/raw material tracking knots. On each of the recognized knot, knots requirements is enacted as if works for COC route I by means of implementing criteria and indicators must exist.

In brief, criteria and indicator on each knot of timber processing stage must cover these following matters:

1. criteria on the clarity of timber movement system with indicator of:
   a. Document administration showing record of tracking;
b. Knot structure and timber movement within knots

c. Report on timber mutation within knots such as input, output, waste, rendemen; and

d. Tagging on timber which under knot processing,

2. Criteria on timber movement consistency in form of these following indicators:

a. Rationality (logic);

b. Consistency in tagging/labeling which shows the origin of timber up to the knots, and

c. Tagging/labeling characteristics of product in each knot.

Based on the above explanation, timber tracking within the industry should be done under these following steps:

1. Knots identification within timber processing process start from the entry gate of industry up to the packing respectively. A knot of process stages is a critical point within timber processing for raw material mutation. These knots are also a point that must occur within timber processing namely the main process, which provide tracking information.

2. Careful observation on each knot and order of the knot within the process for knot structure.

3. Decision for the document used within each knot or documents of all timber processing.

4. Detection on timber mutation report in each knot according to time period or based of type of product being proceeds.

5. Tagging/marking of timber being proceed using traceable mark/tag either from the origin up to knot label.

6. Decision on the rationality of each knot using input, output, waste and rendemen variables.

7. Detection on the consistency of marking/tagging from the origin of raw material up to final product label.

8. Detection on product characteristics that become sign of the labeling process on each knot.

9. Panels do check and re-check on result of knot decision within stage of process being traced and determine a complementary data that must be taken.

Method of tracking mentioned above may cover up movement of timber or raw material for industry since entering to the entry gate of industry up to the exit door in form of product.
packing. Decision of knots on the production flow chart is based on the degree of importance on each stage of processing process or group of processing process of certain product. Each of selected knots from production flow chart must have capability to support any kind of information concerning the cleanliness/purity of product which has been gone through certain type of industrial processing.

Routine stages of industrials processing such as sawmill, moulding, plywood, particle board, fiber board and pulp and paper are presented here to provide picture of the main process stages within every timber processing. In every timber processing process, proposal for tracking knots, rendemen, waste and industrial material usage within the relevant knots are also given (Table 1-6).

Practically, Field Assessor must be able to assess and access the main and other additional process either as complementary or completion for particular purposes. For this, Field assessor is expected to make step/stages of process for the on ground/field practice and further decide the additional critical point (if necessary) so as to avoid loosing of flow track of timber material. Similarly, if performance data of process for supporting rendemen, waste and other usage are required, then field assessor is expected to add stages of process which assume to be occur. Standard of procedure, instruction, and operation are very helpful documents to track timber movement as well as obtaining on data rationality and performance of the process.

Table 1. Outline of sawmill process

<table>
<thead>
<tr>
<th>No.</th>
<th>Process Stage</th>
<th>Knots</th>
<th>Rendemen</th>
<th>Waste</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Logpond, yard</td>
<td>1,code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>2.</td>
<td>Sawmilling I</td>
<td>2,code</td>
<td>-</td>
<td>-</td>
<td>- - -</td>
</tr>
<tr>
<td>3.</td>
<td>Sawmilling II</td>
<td>3,code</td>
<td>-</td>
<td>-</td>
<td>- - -</td>
</tr>
<tr>
<td>4.</td>
<td>Cutting</td>
<td>4,code</td>
<td>-</td>
<td>-</td>
<td>- - -</td>
</tr>
<tr>
<td>5.</td>
<td>Quality testing</td>
<td>5,code</td>
<td>-</td>
<td>-</td>
<td>- - -</td>
</tr>
<tr>
<td>6.</td>
<td>Packing</td>
<td></td>
<td>-</td>
<td>-</td>
<td>- - -</td>
</tr>
</tbody>
</table>
### Table 2. Outline of Plywood Process

<table>
<thead>
<tr>
<th>No.</th>
<th>Process Stage</th>
<th>Knots</th>
<th>Rendemen</th>
<th>Waste</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Logpond/yard</td>
<td>1,code</td>
<td></td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>2</td>
<td>Cutting</td>
<td>2,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Layering</td>
<td>3,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Veneering</td>
<td>4,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Drying</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Cutting</td>
<td>5,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Layer Preparation</td>
<td>6,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Glue mixing</td>
<td>7,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Layer Fitting</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Cold Pressing</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Hot Pressing</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Edge Cutting</td>
<td>8,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Filling</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Sanding</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Quality testing</td>
<td>9,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Packing</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

### Table 3. Outline of Particle Board Process

<table>
<thead>
<tr>
<th>No.</th>
<th>Process Stage</th>
<th>Knots</th>
<th>Rendemen</th>
<th>Waste</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log Preparation</td>
<td>1,code</td>
<td></td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>2</td>
<td>Graining</td>
<td>2,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Drying</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Filtering</td>
<td>3,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Weighing</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Glue Mixing</td>
<td>4,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Pressing</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Heating</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Cooling</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Cutting</td>
<td>5,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Quality Testing</td>
<td>6,code</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Packing</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
### Table 4. Outline of Moulding Process

<table>
<thead>
<tr>
<th>No.</th>
<th>Process Stage</th>
<th>Knots</th>
<th>Rendemen</th>
<th>Waste</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cutting and Edging Preparation</td>
<td>1, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>2</td>
<td>Component Preparation</td>
<td>2, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>3</td>
<td>Assembling</td>
<td>3, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>4</td>
<td>Quality Testing</td>
<td>4, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>5</td>
<td>Packing</td>
<td></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

### Table 5. Outline of fiberboard / Pulp Process

<table>
<thead>
<tr>
<th>No.</th>
<th>Process Stage</th>
<th>Knots</th>
<th>Rendemen</th>
<th>Waste</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wood Preparation</td>
<td>1, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>2</td>
<td>Chipping</td>
<td>2, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>3</td>
<td>Pulp Preparation</td>
<td>3, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>4</td>
<td>Chemical Preparation</td>
<td>4, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>5</td>
<td>Layering</td>
<td></td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>6</td>
<td>Hot Pressing</td>
<td></td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>7</td>
<td>Cutting</td>
<td>5, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>8</td>
<td>Quality Testing</td>
<td>6, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>9</td>
<td>Packing</td>
<td></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

### Table 6. Outline of Paper Process

<table>
<thead>
<tr>
<th>No.</th>
<th>Process Stage</th>
<th>Knots</th>
<th>Rendemen</th>
<th>Waste</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wood Preparation</td>
<td>1, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>2</td>
<td>Chipping</td>
<td>2, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>3</td>
<td>Pulp Preparation</td>
<td>3, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>4</td>
<td>Filtering</td>
<td>4, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>5</td>
<td>Bleaching and Sun Drying</td>
<td></td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>6</td>
<td>Other Raw Preparation</td>
<td></td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>7</td>
<td>Layering</td>
<td></td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>8</td>
<td>Drying</td>
<td></td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>9</td>
<td>Paper Rolling</td>
<td>5, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>10</td>
<td>Quality Testing</td>
<td>6, code</td>
<td>-</td>
<td>-</td>
<td>1 2 3</td>
</tr>
<tr>
<td>11</td>
<td>Packing</td>
<td></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
7.3. Case Study of Plywood Industry

Plywood industry is more developed timber industry than sawmills. This industry demands much more non-timber material with much longer process than sawmills. Plywood industry has also been using other additional component such as glue, non-timber overlay, and other materials. Thus the value gained from this industry must have been higher than sawmill industry.

Eventhough plywood industry has been one step more complicated than sawmill industry (in the case of timber tracking as raw material and its product), it still perform the wood physical properties on its product so that timber tracking become more easy as in sawmill process. Even it can be simplified, tracking process should be carefully taken because the application of non-timber material and processing steps for increasing the rendemen tend to eliminate the identity and origin of timber. This happened due to the technical causes that become a requirement within the process such as sawdust, wood shavings, small chips, wood cracked, and many others.

Production flow chart or plywood manufacture equipped with knot proposal which is consider to be important in the main tracking group are presented in Table 7, cited from Table 2. These flow chart has not been showing the complicated timber flow yet so that if there is a more complicated plywood industry found in the field such as merger of secondary process or any process to increase rendemen in form of repairing or recycling then additional tracking can be added. Timber tracking through leveling approach that has been proposed may lead to a much easier problem solving.
Assessment and certification scoring is conducted by comparing a complete plywood making process with criteria and indicator required. Every proposed knot is given with a certain maximum score according to document that must be prepared (for example, here, score 8 would be similar to the document being examined), and in accordance to indicator that must exist in each of knots. Final score is counted with average value on the whole process. Table 8 presents assessment framework of the process.

<table>
<thead>
<tr>
<th>No.</th>
<th>Process Stage</th>
<th>Knots</th>
<th>Document</th>
<th>Rendemen</th>
<th>Waste</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Logpond or yard</td>
<td>1; code: Mandatory</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2.</td>
<td>Sawmill</td>
<td>2; code: Mandatory</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3.</td>
<td>Veneering</td>
<td>3; code: Mandatory</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4.</td>
<td>Rolling</td>
<td>4; code: Mandatory</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5.</td>
<td>Drying</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6.</td>
<td>Cutting</td>
<td>5; code: Mandatory</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7.</td>
<td>Layer preparation</td>
<td>6; code: Mandatory</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8.</td>
<td>Glue mixing</td>
<td>7; code: Mandatory</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>9.</td>
<td>Layer preparation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>10.</td>
<td>Cold pressing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>11.</td>
<td>Hot pressing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>12.</td>
<td>Edge cutting</td>
<td>8; code: Mandatory</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>13.</td>
<td>Filling</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>14.</td>
<td>Sanding</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>15.</td>
<td>Quality testing</td>
<td>9; code: Mandatory</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>16.</td>
<td>Packing</td>
<td>-</td>
<td>Mandatory</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 7. Outline of plywood process with proposed knots
### Table 8. Knot assessment on plywood process

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Logpond or yard</td>
<td>1;code:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2.</td>
<td>Sawmill</td>
<td>2;code:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3.</td>
<td>Veneering</td>
<td>3;code:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4.</td>
<td>Rolling</td>
<td>4;code:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5.</td>
<td>Drying</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6.</td>
<td>Cutting</td>
<td>5;code:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7.</td>
<td>Layer preparation</td>
<td>6;code:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8.</td>
<td>Glue mixing</td>
<td>7;code:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>9.</td>
<td>Layer preparation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>10.</td>
<td>Cold pressing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>11.</td>
<td>Hot pressing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>12.</td>
<td>Edge cutting</td>
<td>8;code:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>13.</td>
<td>Filling</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>14.</td>
<td>Sanding</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>15.</td>
<td>Quality testing</td>
<td>9;code:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>16.</td>
<td>Packing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>TOTAL WEIGHT</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Based on the above description, there is some stage of process that are not included in the tracking knot or CoC but it is very important for rationalization namely hot pressing and packing stages. Both stages can be used to assess performance of the process. It is very important to get a complete data set on these stages either in form of SOP, standard of instruction, SI and SP (standard parameters). These data are further used to assess the complete performance of the process.

8. Field Guide for Route III: from Warehouse to Port of Shipment

a. Background and Objectives
Tracing on manufactured product from certain timber processing mills warehouse such as plywood or sawn timber and other timber product definitely become a requirement. This may used to make sure that product which is delivered to consumers are originally coming from industry equipped with tracing system to achieve sustainable system. Certified industry is the industry that has been in compliance with CoC certification for industry raw material. Fixed information concerning timber-processing product traveling from industrial exit to shipment is further circulated to consumers for a cleanliness guarantee. In other word, there is no possibility obtaining goods without knowing its originality accompanied with legal document, or such document showing the origin of the material that traceable. Tracing of manufactured product such this is called route III tracking, that is from mills warehouse to the loading ship for domestic or overseas consumers. Route III tracking is also called CoC of route III.

Tracking or tracing of route III of manufactured product covers activities such as:

1. Recording all activities in the warehouse in form of:
   a. receiving timber manufactured product such as plywood from product packaging division,
   b. Storing of timber product inside the warehouse while waiting shipment or delivery to buyers,
   c. Preparing delivery by labeling,
c. Delivering processing product to the port or warehouse exit

2. Present product movement system from warehouse, port of mills or warehouse to shipment.

Unlike CoC for route I and II, CoC for route III only recognize one tracking knot due to short track which is followed by goods or sawn timber product. This knot is a warehouse. Port and shipment can not be considered as knot because timber product only stop not more than one day (relatively short), and it is quite often that handling over to the third party has been occurred without mutation, labeling or other activity. For this reason, administration on mutation of goods or manufactured product has been the only activity being done here, instead of knot administration.

Thus, if tracking result is theoretically to be compared with delivery, the result may get a big chances to pass certification. More over if all activities in the warehouse are traceable. It is imperative here to put serious attention in tracing the actual activity. This result is considered as an additional tracking.

Beside everything that has already described above, rationality inside the warehouse or every stages of handling over cases need to be addressed. Tracking of performance in the warehouse and stages of handling over may yield an efficiency and efficacy on delivery.

8.2. Procedures

Procedure for CoC tracking of route III is slightly differ with route I and II due to some consideration as it previously described. One knot that is found called a warehouse. It is therefore, tracking requirements that should be borne towards this knot are:

1. criteria on clarity of product movement system with indicator
   a. completeness of document showing record of tracking;
   b. knot structure and timber movement within knot;
   c. report on manufactured product mutation within the knot in form of input, output; and
d. labeling on sawn timber product which will be sent from the knot showing any sign/label of manufactured product, target of delivery or other traceable label/mrk.

2. criteria on the consistency of timber tracking in form of
   a. rationality (logic);
   b. labeling consistency showing of the origin of manufactured product, label of delivery target and other label and
   c. labeling on the characteristics of production which appropriate with the quality of product, type of product and source of buyer/consumers.

Based on the above explanation, sawn timber product tracking that is sent to the consumers should be carried out under these following steps:

1. Identification of knots in delivering sawn timber product. In this case, there is only one knot exists namely warehouse that is considered as entry point of storage division and delivery of manufactured product.

2. Decision on the document that is used in every knot or document of all manufactured product delivery.

3. Detection on report of manufactured product mutation in every knot according to the period of time or based on type of product being sent, delivery target and other criteria.

4. Labeling of manufactured product being sent by means of using a traceable label either from the origin up to the knot label.

5. Decision on the rationality on each knot with input, output, and delivery target variables.

6. Detection on the consistency of labeling from the origin of product up to the final product delivery labels.

Detection of product characteristics that is considered as an occurrence sign of working activity on every knot.

Tracking method presented above may explains the movement of manufactured product since entering the entry point of warehouse to the exit point in form of delivery
for shipment or manufactured product carrier/courier. Decision of the additional knots on the flow chart of manufactured product delivery are based on the degree of importance of each delivery stages or a group of delivery stages of certain product to a particular place of the buyers. Every selected knot from the delivery flow chart must able to support the cleanliness/purity of the product being sent.

Distribution in this industry may be classified for both domestic usage and export orientation. Local distribution has much simpler requirement than for export. Although these mechanisms are different they are using the same knot for its transaction which is the warehouse. Therefore, to follow its criteria and indicator this assessment becomes easier to do as shown on Table 3.1.

Table 3.1  Assessment COC Route III

<table>
<thead>
<tr>
<th>No.</th>
<th>Process Stage</th>
<th>Knots</th>
<th>Document</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Warehouse</td>
<td>1; code:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LEI Guideline 88-21
GUIDELINE FOR REPORT-WRITING FIELD ASSESSMENT ON CHAIN OF CUSTODY CERTIFICATION

1. Introduction

Report on field assessment is one among the basic considerations for expert panel decision making. Good and clear report will help expert panel in decision making process. Therefore, guideline for report writing is necessary.

2. Scope

Field assessor report is set up for these following purposes:

1. To lay out "baseline information" concerning the execution and performance of chain of custody system according to the nodes structure.
2. To provide a foundation for chain of custody performance evaluation according to its nodes.
3. To provide information concerning uniqueness, diversity and some exception of the relevant business unit in conducting chain of custody system

4. Report Outline

1. Business unit identity which become object of chain of custody certification
2. Field assessor identity and work time schedule
3. Result from entry briefing
4. Scheme and flow chart of forest product movement system which become scope of evaluation
5. List of knots found on the structure of forest product movement systems
6. Evaluation on mutation documentation and the stock of forest product on each nodes
7. Evaluation on sampling/inspection result on the originality of forest product sources
8. Evaluation on the cohort of forest product movement among nodes
9. Uniqueness and diversity of chain of custody system and its performance
10. Result on exit briefing
11. Result Summary of field assessor
4. Substance
1. The use of fancy/flattery word should be avoided in the report substance; hence, each statement should be as concise as possible.
2. As far as possible, assessment result should be presented in form of list, figure, and matrix.

5. Presentation
1. Field assessor presentation should be done in front of the expert panel and attended by applying forestry-based business unit.
2. Presentation is chaired by the head of the expert panel
3. Presentation contains all the matters that has been reported in accordance to report content framework
4. Clarification on each of the conclusion to assure the report validity
5. After field assessor presentation had finished, management of forestry-based business unit is offered a chance to add some information together with its relevant data
6. Expert panel may raise question either addressing to the field assessor or management of forestry-based business unit.
7. The adequacy of presentation session is determined by the head of the expert panel after hearing from member of the expert panel

6. Information Presented in the Report
6.1. Document Identity
6.1.1. Naming of the Document

The document, which provides information on results of the field assessment, is called the FIELD ASSESSMENT REPORT. This report consists of 2 (two) inseparable parts, namely: "Book I - The Field Assessment Report on a Management/Forest-based Business" Unit and "Book II - A Supplement to the Field Assessment Report on a Management/Forest-based Business Unit". Book I contains a detailed account of methods and procedures used in field assessment, the results of the field evaluation on each indicator and other relevant additional information. Book II contains additional information that complements the results on the field assessment.
6.1.2. Page Numbering

Each page of the document is given a number, which indicates that it is a part of a whole document. The page numbering is given on each sheet by identifying the page number from the total number of pages in a chapter.

6.2. Identity of the Certification Body and Field Assessor Team

The explanation consists of the name of the Certification Body, the address, the head of the certification body and the composition of members responsible for the field assessment. The head of the field assessment or a person having sufficient authority to control all factors that can influence the results of the field assessment signs the document of the report.

6.3. Identity of the Certification Applicant

A brief summary that identifies the name of the management unit applying for certification, address of the head and branch offices, location of management/forest based business unit under assessment, name and position of the person in charge of conducting the management unit at the head office as well as on the field under assessment and other general information about the management unit.

6.4. Field Assessment Method

The field assessment process follows the LEI Guideline 88–21 on the Implementation of Field Assessment for COC Certification.

6.5. Field Assessment Result

The result of the field assessment contains a detailed account of the field data analysis presented in a clear and precise manner illustrating systematic and logic conclusion for each indicator.

The results of the field assessment consist of:

6.5.1 Forest product flow system (timber tracking system)

Identification of forest product flow based on the documents and information from forest-based business/management unit.

6.5.2 Evaluation of forest product flow performance

The report is an accurate and clear account on the results of the field data analysis for every nodes. The field data and other written evidence used in the
data analysis that clarifies the field assessment for every nodes is included in the supplement. The assigning of numbers on the supplement that complements the field data analysis must be included in each field assessment report.

6.5.3 Conclusion

Detail on performance of each nodes should be presented clearly with the level of good, fair or bad along with its supported arguments.

6.5.4 Additional information

Additional information, which is relevant within the context of Certification for Chain of Custody discovered in the field, must be disclosed, enabling the Expert Panel to make decisions.

6.5.5 Attachments

These attachments contain field data, maps or other written evidence that is used in analyzing data or clarify field assessment results for every nodes. The list of Appendix that shows the position of the attachment of the nodes be indicated at the beginning of the document.

7. Correction

Correction on the document of the Field Assessment Report may be at clarification process between the Expert Panel, the Field Assessor and the Management/Forest-based Business Unit. The modified document must then be attached in the final report documented by the Certification body.
GUIDELINE FOR THE SCREENING PROCESS IN THE
CHAIN OF CUSTODY CERTIFICATION

1. Introduction

Decision making is an important part in the screening process conducted by expert panel. In the chain of custody certification the decision is taken based on document assessment and inputs from management unit during entry briefing.

2. Scope

The document guides expert panel in identifying the existence of forest product flow (timber tracking) in a forest-based business as a certification object and to further determine whether the forest product flow system exists and the certification process can be continued to the next stages (field assessment).

3. Procedure

1. Based on the application letter for chain of custody certification, certification body will collect secondary information in the form of written document regarding the forest product sources of a forest-based business unit entitled for certification.
2. Expert panel will examine the written documents and invite the concerned forest-based business unit for additional information and explanation.
3. Expert panel will conduct analysis
4. Expert panel will file the report on the result of the analysis and recommend the next step to the certification body
4. Document Studied

The collected and analyzed documents will be depended on the nature of the forest-based business being certified. However, most of them are primary forest product industries and their material suppliers. Therefore without limiting the options to determine other documents for analysis the following documents could be asked:

1. Documents on the production of raw material: Forest Management Plan or the latest Proposed Forest Management Plan with all supplementary documents, Five Year Forest Management Plan for the last second period, Annual Forest Management Plan for the last three year
2. Recapitulation of production in the Annual Forest Management Plan the last three year
3. Recapitulation of the report on production for the last three year
4. Recapitulation of Forest Product Levies and Reforestation Fund payment for the last three year
5. Recapitulation of the issuance of round logs transportation documents for the last three years
6. Report on round logs mutation for the last three years
7. Planning and realization of the production in the secondary wood processing industry for the last three year
8. Recapitulation of the issuance of processed logs transportation documents for the last three years
9. Planning and realization of raw material inception of the secondary processed wood industry for the last three years
10. Result of ISO 9000 assessment (if available)

5. Explanation from Management Unit

1. Management unit will make a presentation on the log/forest product flow (transportation) starting from forest-based business unit back to the sources.
2. Information received from additional explanation during presentation and evaluation.
6. Identified nodes with their potential mutation types

1. Find out information/statement on log/forest product administration or log tracking system which specifically described in the management plan documents (Long term, Five year and annual plan).
2. Examine whether the log/forest product administration following the government regulation/standard or has further been modified for the purpose of forest-based business needs.
3. Examine the explanation from forest-based business unit regarding the administration of forest product to the issuance of round log transportation document.
4. Examine the identified nodes and arrange them in this form:

<table>
<thead>
<tr>
<th>NAME OF THE NODES</th>
<th>TYPE OF MUTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Analyze: Nodes Design and their clarity

1. Examine the correspondence of production scheme among the documents (Management Plan series, production plan for secondary industry, material supplies planning for secondary industry, recapitulation of secondary industry production, etc) and their consistencies.
2. Examine whether there exist nodes designs described officially (written in the document) or unofficially described during presentation by the forest-based business unit.
3. Identify whether the official documents merely following the government log administration?
4. Determine the clarity of the forest product transportation system based on their nodes clarity.
5. Provide the conclusion on the existence/non existence of nodes, clarity of connection among nodes, and their consistency.
7. **Formulating Recommendation**

1. Recommendation on chain of custody certification system in forest-based business unit scope

2. Recommendation for further stages, whether proceed to field assessment or the forest-based business unit is not entitled to get certificate since their log tracking cannot be identified
GUIDELINE FOR CERTIFICATION DECISION PROCESS
OF EXPERT PANEL

1. Introduction

In accordance with chain of custody (COC) procedures stipulated in LEI Guideline 88 regarding the COC System, at the last stage of certification process the Expert Panel is assigned to make decision whether the subject of certain connection of forest product flow under certification process may be awarded a certificate. The Expert Panel work independently based on reported findings during the screening and field assessment process.

The objective of Expert Panel at this stage is to give recommendation on whether the forest industry unit under certification process may be given the COC certificate. This manual designed with the aim to simplify and make effective the work of Expert Panel, as well helping in the effort to understand situations surrounding the certification decision among forest-based business unit, government and community.

2. Scope

This document is prepared as a guideline to Expert Panel assigned in the COC certification system. The presentation displayed would not only be comparable to the expert's intelligent, but also would be comprehensible to certification body and other parties involving in COC certification.

The decision in COC certification shall be taken by based on results after screening process (LEI Guideline 88-23) and field assessment report after have been clarified by relating forest industry unit. Other information from sources such as government and community are considered as have been included during the screening process and field assessment.
3. **Expert Panel Decision-making Process**

1. To watch information: From preliminary report of filtering process
   a. From Field Assessor presentation
   b. From remarks made by forest industry unit.

2. **Evaluation**
   a. To put information against the criteria for decision-making.
   b. Design the components of decision-making.

3. **Decision-making Process**
   a. Each member of Expert Panel prepares the evaluation material.
   b. Expert Panel meeting with subject of
   c. Decide the recommendation for a certificate.

4. **Reporting and Follow-up Action**
   a. Expert Panel construct reports on certificate recommendation, evaluation on COC system and performance and the system's implementation.
   b. Reports submitted to certification body.

4. **Information Legality**

1. Based on rationality. When a Field Assessor capable to show the rationality of certain information by presenting the relation between information descriptively and quantitatively, then the related information is considered legal and acceptable.

2. Based on facts. When certain information is supported by factual penetration, measured data or applied document, the stated information may be considered legal and acceptable.

3. Based on approval from forest industry unit management. When a forest-based business unit management does not give any correction to information submitted by the Assessor, the related information could be considered legal and acceptable.

5. **Evaluation Criteria**

During the task of decision-making the Expert Panel complies to criteria as follow:

1. The clarity of COC system operated by forest-based business unit as reported by the Expert Panel at the end of the screening process.
2. COC system effectiveness as reported by the Expert Panel at the end of the screening process.

3. Sufficiency performance of COC system, indicated by:
   a. Acceptability of COC document importance, measured by its consistence, controllability, flexibility to mutation and ability to present the wood balance sheet. Verification on indicators above is scrutinized from Field Assessor report and would be completed with elucidation from related forest-based business unit.
   b. Evidence of document's ability to present COC cohort. The CDC cohort is obtained and scrutinized from documentation and presentation of Field Assessor report.

4. The reliability of successful COC implementation is indicated by:
   a. Pureness of source, timber from illegal source is not present.
   b. Separation or proportion of timber coming from Sustainable Forest Management (SFM) and timber coming from non-SFM source.
   c. Contamination; product contain of wood from non-SFM source shall not be more than 30%. This proportion may change following the demand from global market and by that reasons the certification body is obliged to make announcement before certification process.

The three indicators above shall be verified based on Field Assessor report and presentation together with clarification from the relating forest-based business unit. Expert Panel shall maximally manage to deliver quantitative presentation to secure a rational ratio on related forest product flow. However, the rationing shall be concluded judgmentally from the indicators of induced qualitative presentation.

6. **Rules on Decision-making**

6.1 Procedure of decision-making is presented by the flow diagram below.

6.2 Final decision is made by Expert Panel unanimously.

6.3 Expert Panel recommendation for COC certification decision is given by approach of:
   a. COC certificate shall be provided,
   b. COC certificate shall not be provided.
Drawing 1. Expert Panel Decision-making Procedure in COC Certification

START

CHECKING COC SYSTEM PERFORMANCE

INFORMATION ON COC PERFORMANCE

CONTRAST VERSUS CRITERIA

PASS?

YES

INFORMATION FROM FIELD ASSESSOR (FROM SAMPLING)

CHECKING COC IMPLEMENTATION

ILLEGAL SOURCES EXIST?

NO

CLEAR SEPARATION?

YES

CONTAMINATION 30%?

YES

CERTIFICATION RECOMMENDATION

STOP

NOT RECOMMENDED
7. Finalization

7.1 Expert Panel will file report which contains:
   a. Certification recommendation
   b. COC system evaluation result
   c. COC performance evaluation result
   d. COC implementation evaluation result
   e. Recommendations to forest-based business unit.

7.2 Expert Panel submits the report to COC Certification Body.

7.3 COC Certification Body announces certification decision.
1. **Introduction**

Evaluation conducted by Expert Panel in the COC certification is based on a systematic approach and can objectively be measured through the criteria and indicators. Through the stated approach, the results of evaluation would be composed in a report with a definite format. The report indicates evaluation components by their criteria and indicators as well as the grade achieved by the forest-based business unit as the subject of certification. In other words, the evaluation would demonstrate the lack and weaknesses of related forest-based business unit at the same time, in terms of the COC system and its performance.

The recommendation shall be prepared by the Expert Panel based on findings about lack and weaknesses of the forest-based business unit under COC evaluation. Afterwards, the recommendations could be employed by forest-based business unit, government or other parties relating to the flow of forest products under the scope of related certification. The advantages of Expert Panel recommendations are:

1.1 To improve the quality of COC system and its implementation performance.

1.2 Through intensified monitoring and controlling ability, the efficiency of production, transportation and processing will increase.

1.3 To improve the capability to control forest product supply for those involved in the distribution system as the progress of COC information regularity.

1.4 To raise the company's accountability also a guarantee to the shareholders on the management's better effort in environmental awareness.

1.5 To urge the conduct and intensification of public control on the way of easing the government mission. This task may be expected since the recommendation in COC
certification process is transparent to all parties, which are the government, certification body, or society related to the nodes of COC.

The recommendation is arranged and prepared as program revision proposal for COC system and COC performance.

2. Scope

2.1 Recommendations related to COC system and/or performance under the scope of certified subject.

2.2 Recommendations on significant components and indicators of the COC system that have been proven to have flaws and weaknesses.

2.3 Recommendations shall be considered as input to the related forest-based business unit, the government and other parties related to the control of COC.

3. Formulating Certification Recommendation

The Expert Panel prepares their recommendation during finalizing certification-decision. The preparation stages are as follow:

3.1 Determine levels of transparency in forest product flow system by nodes clarity.

3.2 Conclusion regarding the existence of node, clear relation between nodes as well the consistency. Identification of systemic lack and weaknesses (regarding design and method) in each node shall also be conducted.

3.3 Recommendation on alternative programs for COC system improvement designed through general and specific suggestions of nodes. The recommendation may be given in format as presented in Table 1.

3.4 Determine whether there is a deficiency in COC system performance as indicated by:

3.4.1 Insufficiency in COC documents significance, measured by the documents' capability in terms of consistency, controllability, adaptability to any mutation and the reliability of forest product balance sheet presented.

3.4.2 Any indications of document inability to present COC cohort.

3.5 To indicate whether there is any deficiency in the reliability of COC certification process such as:
a. Impurity, or indication of forest products coming from illegal source.
b. Lack of clarification, or a confusion in determining forest products coming from sustainable certificated or not from certificated source.
c. An occurrence of contamination, a product contain of materials from source that has not been certificated at more than 30%.

3.6 To give recommendation on alternative actions shall be conducted to eliminate the mentioned lack and weaknesses as stated in points 3.4 and 3.5. The recommendation may be given in format as presented by Table 2.

4. Follow-up Actions

The recommendation shall be packed in separate document, apart from COC certification-decision document. Document regarding certification recommendation shall be submitted by the certification body to:

4.1 Management unit and/or industry unit relating to the COC scope of evaluation.
4.2 Government, particularly authorities that control and serve the interest of forest products distribution.
4.3 Certification institution related to the COC certification process and certification body executing the COC monitoring.
Table 1. Recommendations on COC System

<table>
<thead>
<tr>
<th>Nbr.</th>
<th>LACK/WEAKNESS OF SYSTEM OR TARGET RECOMMENDATIONS EFFECTS (ON MANAGEMENT AND/OR INSTITUTION)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>A. TO SYSTEM IN GENERAL</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>B. TO COC COMPONENTS (BY NODES)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

LEI Guideline 88-25
<p>| NUMBER/ | LACK/WEAKNESS OF | TARGET | ACTION | EFFECT ON |</p>
<table>
<thead>
<tr>
<th>NODE LOCATION</th>
<th>COC PERFORMANCE</th>
<th></th>
<th>RECOMMENDATION</th>
<th>MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. TO THE SUFFICIENCY OF COC PERFORMANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. TO THE RELIABILITY OF COC PERFORMANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GUIDELINE ON THE SURVEILLANCE EXECUTION
AND CERTIFICATE EXTENSION IN CERTIFICATION PROGRAM
OF CHAIN OF CUSTODY

1. Introduction

Certificate of Chain of Custody or (COC) to be valid for 3 (three) years since stipulated by certification body. To maintain the validity of certificate, surveillance on management unit which is evaluated by certification body is required.

2. Scope of Work

This manual provides the guidance during surveillance as the evaluation activity of forest-based business unit performances after obtaining CoC certificate. The objectives of the surveillance process is to decide whether the certificate is remain proper or not to be in force. This surveillance is also used as consideration in the process of certificate extension.

The targets of surveillance includes:

a. The change of CoC system from the one that have been reported previously
b. The change of node at the forest products movement
c. The change of CoC performance
d. Decision on next surveillance schedule

3. References

1) LEI 5005 Standard, List of Terms and Definition Related to Forest Certification.
2) LEI 88, Chain of Custody Certification System.
3) LEI 88-24, Guideline for Decision Making on Chain of Custody Certification.
4) LEI 88-25, Guideline for Drawing up Recommendation on Chain of Custody Certification.
4. **Surveillance Period**

Surveillance conducted once in six months. The result of surveillance may affect next surveillance, either its period or scope. The surveillance can be forwarded, if required, since there is objection during completion.

5. **Surveillance method**

The surveillance execution includes the following activities:

a. Recruitment of surveillance team by certification body.

b. Work preparation consisting of preparation on technical work format, administration, logistic, travel preparation, and contact with related forestry business.

c. Technical work format are prepared according to critical degree of the component of CoC system, wood movement node, and chain of custody performance as identified on the recommendation of Expert Panel during the process of CoC Certification.

d. Technical work format are explained to forestry business unit at the location to get validation and improvement based on the latest development of CoC execution by related forest-based business unit.

e. The result of Expert Panel evaluation process is used as reference in surveillance execution.

f. The execution on the examination of CoC system documents.

g. The execution on the examination of CoC performance at new node and critical node.

h. Reevaluation on the system and performance of CoC based on the result of examination.

i. Reporting and formulating the recommendation.

The surveillance activities are conducted by a team consisting of Field Assessor Leader, and Expert Panel or anybody who has similar grade of qualification as Expert Panel and Field Assessor Leader who has got the acknowledgement from Personnel Registration Body (PRB).
Appointment of team members and decision on standard of surveillance execution will be organized by Certification Body. CoC Surveillance Team conducts evaluation based on the following matters:

a. The change and reevaluation upon the existence and effectiveness of forest products movement system.
b. The change of CoC performances (adequacy and reliability).

CoC Surveillance Team drafts the report consisting of following points:

a. Introduction, concerning the identity of the object and surveillance activities and the objectives of surveillance
b. Scope of surveillance
c. Recommendation on the decision making process and previous surveillance
d. Surveillance procedure and obstacles and problems occur in the field
e. The results of surveillance
f. Formulating the recommendation

Surveillance at the end of certification period (the end of the third year) can be used as a tool for the extension of CoC certificate.