

BWF Code of Conduct Document Checklist

Here is a list of documents we need to review during our visit for your British Woodworking Federation Code of Conduct audit. The list is organised to align with the order of the questions in the audit.

The documents listed below serve as examples of evidence we may accept to meet the Code of Conduct requirements. If these items are not available, we will work with you to provide the necessary information and assistance to ensure compliance.

Understanding and meeting obligations regarding industry regulations and legislation is essential for businesses and their leadership teams.

Business Requirements

- ☐ Proof of Public Liability insurance.
- ☐ Proof of Employers Liability insurance.
- ☐ Proof of Premises / Asset insurance.
- ☐ Proof of Asset or Contents insurance.
- ☐ Proof of Professional Indemnity insurance.
- ☐ Proof of Cyber Security insurance.

Health & Safety

- ☐ Any Health Accreditation certificates.
- ☐ Fire Management plan or Risk Assessment.
- ☐ Local Exhaust Ventilation (LEV) report.
- ☐ Risk assessment for Control of Substances Hazardous to Health (COSHH).
- ☐ Workshop or Site Risk assessment example.
- ☐ Face Fit Test certificate.
- ☐ PPE / RPE Training record example.
- ☐ Machinery Training record example.
- ☐ Forklift Training certificate.
- ☐ Safe System of Works for site work.
- ☐ Site Based Risk assessment.

Employment Practice (Training)

- ☐ Information relating to any reported incidents to the HSE

Technical

- ☐ Certificates from any self-certification schemes such as FENSA.

Environmental

- ☐ Your Environmental & Waste management policy.
- ☐ Waste Carriers Licence.

Sustainability

- ☐ FLEG-T / Import Licence for timber.
- ☐ Invoice example for the sale of wood or a wood-based product.
- ☐ FSC Chain of custody certification.
- ☐ PEFC Chain of customer certification.

Contractual

- ☐ An example of a written customer quotation.
- ☐ Your written company terms & conditions of sale.

Customer Service

- ☐ Your written company complaints procedure.
- ☐ Information Commissioners Office (ICO) certificate.