**BWF *ToolKit+* Service**



Chain of Custody Group Scheme Application Form

**I wish to join the BWF Chain of Custody Group Scheme.**

The BWF has set up an FSC and PEFC Group Chain of Custody Scheme for companies with 15 employees or fewer for FSC certification, or 50 employees or fewer for PEFC certification.

**For FSC ONLY**

**First year costs** (Includes 1 day on-site visit, initial and surveillance audit, and FSC license fee)

Cost to BWF Members/Non-BWF members **£1595+vat/£1795+vat**

**Second year/ongoing yearly costs** (Includes yearly audit and FSC license fee)

Cost to BWF Members/Non-BWF members **£695 +vat/£800 +vat**

**For FSC and PEFC**

**First year costs** (Includes 1 day on-site visit, initial and surveillance audit, and FSC & PEFC license fees)

Cost to BWF Members/Non-BWF members **£2595+vat/£2795+vat**

**Second year/ongoing yearly costs** (Includes yearly audit and FSC & PEFC license fees)

Cost to BWF Members/Non-BWF members **£840 +vat/£950+vat**

**NB** for any change in scope of your certification, or to resign from the scheme, there is a £100+vat charge (charge levied by the certification body for amendments to the group certificate).

|  |  |
| --- | --- |
| Company Name | |
| Address | |
| Postcode | |
| 1st Contact | Position |
| 2nd Contact | Position |
| Telephone | Fax |
| E-mail | |
| Factory Address (if different) | |

**Please fill in this information as best you can in order to assist our expert**

|  |
| --- |
| **Type of business** |
| **Products bought** *e.g. roundwood, sawn timber, sheet material* |
| **Products sold** *e.g. furniture, windows, mouldings* |
| **Description of processes** *A short description of the processes from the point at which material is bought, covering basic elements of processing, manufacture, labelling, storage and transport to point at which product is sold*  **Description of wood/fibre sourcing** *Where is wood sourced from? Are sources certified?* |
| **Suppliers FSC codes** |
| **Suppliers PEFC codes** |
| **Do you want PEFC certification?** *Yes or no* |
| **Estimated volume of timber bought in the passed 12 months (m3)** |
| **What Species?** |
| **What proportion between hardwood and softwood, other products?**  Is any species on Appx 1, 2, or 3 of CITES supplied; which species?  If yes, do you have a licence or export permit? |
| **Annual Turnover** |
| **No. of employees** *including full-time, part-time and seasonal staff* |

I hereby agree to employ the BWF to assist my company in achieving the requirements of Chain of Custody and agree to abide by the terms and conditions below. On satisfactory completion of membership, the member

* Acknowledges that membership of the BWF COC Group Scheme has been voluntarily entered into
* Agrees to pay all fees associated with the Scheme, including fee revisions
* Agrees to give at least three calendar months’ written notice to the BWF if they wish to leave the Scheme
* Agrees to comply with SGS chain of custody standards for FSC and/or PEFC
* Acknowledges and agrees to the requirements and responsibilities of group membership, as set out in the BWF Group COC Scheme Document
* Agrees to be a member for the full term of the group certificate, subject to annual surveillance.
* Agrees to allowing FSC and/or PEFC and/or SGS, in conjunction with the BWF Group Manager, to inspect the management of COC at any time
* Accepts the outcomes of annual surveillance and agrees to take action in accordance with those outcomes.
* Acknowledges that failure to comply with the rules of Group Membership may result in financial penalties, suspension and/or termination of Group Membership
* Acknowledges training from the BWF for the requirements to comply with the appropriate chain of custody standard.
* Authorises the BWF to apply for certification on behalf of my company.
* Allows the company name, contact details and summary of the business to be circulated to other group members and to be publicly available

**This agreement is made between:**

**The British Woodworking Federation (BWF), The Building Centre, 26 Store Street, London WC1E 7BT**

**and**

|  |  |
| --- | --- |
| Company name: | |
| Signed: | Date: |
| Name: | Position: |

**The BWF must receive full payment of costs + VAT before we can authorise work to commence. I would like to pay by the following method:**

**Cheque -** Make payable to the British Woodworking Federation and return to **BWF, The Building Centre, 26 Store St, London, WC1E 7BT** with this application form.

**BACS Payment**

A/C Name: British Woodworking Federation

Quote Reference: [*Company Name*] GRPCOC

HSBC Bank plc Sort Code: 40-07-13 Account No. 41578022

**Credit/Debit Card** - Please call our Accounts Department on 0844 209 2617 and ask for Tracey or Jenny, who will take your details directly. For your own security, we advise that you never write down your card details or send them through the post or by fax.

**Please return application to the BWF by post – The Building Centre, 26 Store Street, London WC1E 7BT or by fax - 0844 209 2611**

**Terms & Conditions**

The attached prices are valid as of 8th July 2016, but we reserve the right to change them at anytime – BWF will inform clients of any price change before application is accepted.

Prices are quoted on the assumption that your company will provide the necessary information and do the background work as instructed by the British Woodworking Federation (BWF) or its consultants within a reasonable time. Failure to do this could result in additional consultants’ time and subsequent costs.

**Terms of Reference**

The quoted services will be managed by the BWF and conducted by companies contracted to the BWF. All work will be undertaken as defined and agreed jointly by the applying company and the BWF.

**Invoices**

Prices shown are in Pounds Sterling. Prices Shown are exclusive of VAT. VAT will be charged at the UK rate unless the client is also registered for VAT in his/her home country, when EU rules will apply. All services will be invoiced by the BWF and must be paid for in advance of the service commencing. Please note that prices include reasonable UK expenses, further charges may apply, but you will be advised of any surcharge before any visit is booked and payment is taken

**Contractual Agreement**

In completing the application, the applying company agrees that:

Should it at any stage of the process decide to postpone, suspend or terminate the application, it will be invoiced to cover any work carried out to date which had not been previously invoiced, expenses incurred and cancellation costs of any booked services.

Any work undertaken on its behalf will be treated confidentially, except where information is available in the public domain. It authorises the BWF and its Service Providers to release any information necessary to the service providers to achieve the services quoted.

The work undertaken includes, but is limited to, the items selected on the application form.

To avoid confusion, companies wishing to leave the scheme are required to confirm this in writing, 3 months in advance, before the end of their year of membership, otherwise it will be automatically renewed for the next year and the company will be required to pay the corresponding scheme costs. The yearly scheme invoicing dates are derived from the date of the initial completed application to the scheme.

Although every attempt will be made by the Service Suppliers to ensure your company has satisfied the requirements of Chain of Custody prior to the audit, no guarantee can be given as to the member’s successful accreditation by a third party, since other factors such as staff knowledge and satisfactory operation of the procedures, are taken into account by the assessors.

The BWF and its service providers will use its best endeavours to comply with any time or date specified for the completion of the project; any time or date specified is estimated and not guaranteed. Any delays in completion of the project shall not entitle the client to rescind the contract.

The Client agrees to give full assistance to the BWF and its service providers in terms of the provision of information and of accessibility to staff and premises, and when the service providers are working at the Client's premises will provide reasonable office accommodation, telephone and minor secretarial services without charge.

Neither the BWF or its service providers shall be liable for damage or loss of whatever nature arising from the work done by them whether due to negligence or any other cause whatsoever, neither shall it or any of its servants or agents be liable for damage or loss of whatever nature in respect of indemnity claims by other parties arising from any delay, defect or error in any work undertaken by it, its servants or agents save to the extent that any attempted exclusion of liability would be contrary to the law of the United Kingdom.

The law that applies to these terms and conditions is the law of England and Wales.