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**Preferred by Nature | Guide**

**December 2022**

**Sample  
SFI 2022 Chain of Custody**

**(Physical Segregation) Procedures**

**How to use this document**

You may use this document for inspiration on how to develop and structure your own company-specific procedures. Please be aware that this is a generic, fictional example and that you need to develop your own procedures that are specifically tailored to your company set-up and the scope of your certification.

Please note that the following element is used throughout the document:

* Reference to a specific clause in the applicable SFI standard is given in parentheses. These references will help you to go directly to the Standard and find out why certain sections or elements have been included in the procedures.

**IMPORTANT**

This document is provided by Preferred by Nature as a generic example of a Chain of Custody (CoC) procedure. The company presented in this procedure is fictional and the specific system details are provided merely as examples.

These sample procedures have been designed to help you comply with the SFI Chain of Custody Standard (2022) by providing an example of how a CoC procedure may be structured.

This is a voluntary support tool that you may use as a basis for developing your own company-specific procedures. It cannot be applied directly. You always need to develop and tailor your own procedures.

Using this document is not mandatory for achieving certification, and does not imply any guarantee or assurance regarding the conformance level of your actual company procedures.

Although we have made an effort to cover all Standard requirements, we do not provide any guarantee as to the completeness of the procedure.

Please note that the sample procedures in this document cover ONLY THE PHYSICAL SEPARATION METHOD (not the percentage-based and credit method).

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# Introduction to the procedures manual

In order to ensure our fulfilment of all applicable SFI requirements, Company Ltd. has compiled this Chain of Custody (CoC) manual. The manual is based on the SFI CoC Standard 2022, Section 4, and addresses all applicable requirements of the Standard. The Production Manager is responsible for the maintenance and correct implementation of this manual.

The manual is prepared to help our employees to: control the flow of materials throughout the reception, production, storage and shipping processes so that all applicable SFI requirements are met; and ensure that we meet the requirements of the SFI CoC Standard 2022, Section 4.

# Company background

Company Ltd. was established in 2001 and is a mid-sized furniture production company. We employ approximately 50 full-time staff. Our company facilities include raw material storage, kilns, a sawmill, a planning facility, and final product storage facilities. More information about the company is available in our latest annual report.

# Company commitment to implement and maintain the Chain of Custody requirements in accordance with the Standard

The top management hereby declares its commitment to implement and maintain the Chain-of-Custody requirements, and make this available to its personnel, suppliers, customers, and other interested parties (8.2.1)

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**Date and signature**

# General Requirements and Responsibilities

The person appointed by top management with overall responsibility for compliance with all applicable SFI requirements is the Production Manager (8.2.2) and ensure correct implementation and maintenance of the COC process. The management system shall be appropriate to the type, range and volume of work performed (8.1).

Responsibilities for separate areas are specified in the relevant parts of the procedures.

Responsibilities are also summarized in the following table (8.2.5):

**Table 1. Responsibilities of staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Person responsible** | **Area** | **Person responsible** |
| Training and staff awareness | Production Manager | Product labelling | Foreman |
| Supplier validation and material sourcing | Purchasing Manager | Promotional and off-product use of trademarks | Sales Manager |
| Material reception | Foreman | Sales and shipping documentation | Bookkeeper |
| Production and segregation in processing | Production Manager | Outsourcing | Production Manager |
| Internal audits & management review, nonconformity control | Production Manger | Check that the invoice includes the correct SFI CoC code and SFI claim | Production Assistant |
| Record Keeping | Production Manager | Complaint procedures | Production Manager |
| Nonconformity and corrective action | Production Manager |  |  |

Note: The overall responsible person is responsible for any areas not specified in this table.

# Training

In our company, SFI-related training is relevant for all full-time employees working with SFI- certified material. Training covering the full CoC system is provided to all staff based on this manual. Initial training is conducted before initial assessment, and additional brief training is conducted once a year. Records and a list of participants are available in Annex 1. New staff will be personally introduced to this manual before they start work. The Production Manager is responsible for implementing this training procedure. (8.5.1)

# Record Keeping

To enable us to effectively monitor the CoC system, we maintain records covering all steps and elements of our CoC system. Company Ltd. records can be available digitally or on paper. The minimum maintenance time for all records is three (3) years unless stated otherwise by law (8.4).

**Table 2. Summary of the records maintained by Company Ltd. related to our SFI CoC certificate scope (8.4.1):**

|  |  |
| --- | --- |
| **Record name** | **Location** |
| Supplier list | Annexed to this document. |
| Raw material orders | E-mails saved on server, in the folder ”Production”. |
| Purchase waybill | Digitally stored in the accounting programme. |
| Purchase invoice | Digitally stored in the accounting programme. |
| Production orders | Excel files stored on the server, in the folder ”Production”. |
| Production work sheets | Entered into Excel based on paper sheets. Excel files saved on the server, in the folder ”Production”. |
| Product label types used on products | Sample label designs stored on the server, in the folder ”Production”. |
| Occupational Health and Safety | Hard copy stored in the Production Manager’s office and also displayed on the message board. |
| Sales documents | Digitally stored in the accounting programme. |
| Due Diligence System | Hard copy stored in the Production Manager’s office. It covers Part 7 of the SFI CoC 2022 Standard. |
| Internal audit reports | Hard copy stored in the Production Manager’s office. |
| Complaints mechanism and resolution of received complaints | Digitally stored in the accounting programme. |
| Nonconformity and corrective action | Digitally stored in the accounting programme. |
| Outsourcing contract | Stored on the server, in the folder ”Contracts”. |

# Product Groups

We have prepared a product group list according to the SFI requirements (3.2). The Product Group Schedule describes which products we can produce as certified and specifies which products our certificate covers. The product group list is helpful for our staff, customers, suppliers and any other interested party to understand what is included in our SFI system.

We only use SFI certified material in SFI production (2.1)

The Production Manager is responsible for maintaining and updating the product group list (Annex 3).

# Material sourcing

The Purchase Manager is responsible for purchasing of raw material, for verifying the validity and scope of the supplier’s SFI certificate on SFI webpage, and for verifying purchase documents, including the category of origin and appropriate certificate number of supplier (4.1/4.2).

In SFI production, we are using SFI certified material only. SFI Controlled Sources and other material is not used. Company Ltd. purchases the following material categories for its SFI production (2.1/2.2):

SFI X% Certified Forest Content

SFI X% SFI Certified Sourcing or SFI Certified Sourcing

SFI X% Post-Consumer Recycled

SFI X% Pre-Consumer Recycled

SFI % SFI Recycled Content

Raw material is ordered based on our customers’ orders. The Sales Manager is responsible for preparing sales contracts in Excel, and will indicate “SFI certified” in the Comments field if the buyer wants the material to be SFI-certified.The Purchase Manager is responsible for preparing purchase orders. If certified material is needed, the following is stated on the purchase order: ”Ordered material must be SFI Certified Forest Content.”

Before preparing the purchase order and/or at least every three (3) months, the Purchase Manager must confirm that the supplier has a valid SFI certificate, right to sell the type of material being ordered, via the SFI database (https://www.sfidatabase.org/).

All suppliers are recorded in the SFI Supplier List (Annex 2) for an easy overview of all suppliers and the essential information: company name, contact information, product delivered, SFI claim, SFI CoC code and date of latest verification. All suppliers of raw material are entered into our accounting programme by the Bookkeeper. It is possible to extract the details of suppliers of certified material from the accounting programme. The programme also shows the supplied product type (e.g. lumber), material category (e.g. 100% SFI Certified Forest Content -) and the SFI certificate code of the supplier.

Upon receipt of an invoice, the Production Assistant checks that the invoice includes the correct SFI CoC code and SFI claim (4.1). If any information is missing, the material cannot be used as certified and related corrections need to be made physically on material pallets and in the accounting programme.(Note: It is not a SFI requirement to have the SFI CoC code and SFI claim on both the shipping documents or invoice; it is sufficient for Production Assistant to check if it is stated on one of the documents and the material can be linked to this document (e.g. purchase order number or packaging number).

# Material receipt and storage (2.3)

The Foreman on duty is responsible for receiving material and checking appropriate information   
on shipping documents: volume, quantity, dimensions, SFI CoC Code and SFI Claim (SFI Certified Forest Content, SFI Certified Sourcing, Post-Consumer Recycled, Pre-Consumer Recycled or SFI Recycled Content). If it is clear that the material is certified and corresponds with the ordered material, the Foreman will see the material unloaded to the lumber storage area and will attach   
a sticker with the letters ”SFI” to all certified pallets, so that certified material is always clearly distinguishable. We do not segregate SFI Certified Forest Content, SFI Certified Sourcing, Post-Consumer Recycled, Pre-Consumer Recycled or SFI Recycled Content certified material. However, each product will have a claim identifiable for each product type. If SFI CoC Code and/or SFI Claim is missing, the material cannot be accepted as certified and is not labelled with internal SFI labels.

# Production

Production of certified products is conducted as separate production orders for each product number and is registered with a specific order number in the system. We are producing either material with an official SFI claim of;

SFI X% Certified Forest Content

SFI X% Recycled Content

SFI X% Pre-Consumer Recycled

SFI X% Post-Consumer Recycled

SFI X% Certified Sourcing

The production order is based on specific identification of all raw materials and components used for the production of certified products at all stages of the process, including raw material stock. Production Manager is preparing order forms and ensures that appropriate material is used.

To ensure physical separation, all order forms and pallet labels in the production process refer to specific orders and/or lot numbers.

(2.2)

# Sales and delivery

All products sold as certified are sold with the following claims (4.1):

SFI X% Certified Forest Content

SFI X% Recycled Content

SFI X% Pre-Consumer Recycled

SFI X% Post-Consumer Recycled

SFI X% Certified Sourcing

All SFI-certified products are created in the system with unique production numbers, where the Sales Manager in cooperation with the Purchasing Manager specifies the applicable SFI claim and SFI CoC code in the item text.

When the product is created in this way, all the above SFI-related information is automatically transferred to all sales documents (order confirmation, waybills and invoices etc.), one item line with SFI information for each product. This covers the following information (5.2):

1. Name and contact details of Company Ltd. – these are permanently included in the invoice template
2. Name and address of the customer – the specific buyer is selected from the database
3. Date when the document was issued – this is entered by the Bookkeeper
4. Description of the product – the same product code is selected as on the waybill
5. Quantity of products sold – entered by Bookkeeper based on the waybill
6. Company Ltd’s SFI certificate registration code – the code appears automatically if the invoice template for certified material is selected
7. A SFI claim (e.g. 70% SFI Recycled Content) – the claim is tied to the product and the correct claim appears automatically when specific certified product types are selected from the database.

# SFI trademark use

The Sales Manager is aware of the applicable SFI logo requirements according to:   
Section 6 — Rules for Use of SFI On-Product Labels and Off-Product Marks as well as ISO 14020:2000: <https://forests.org/wp-content/uploads/2022_SFI_StandardsandRules_section6.pdf>

As of 2022, Company Ltd. Is aware that we can use PEFC chain of custody claims or apply the PEFC on-product logo provided, so long as they comply with the applicable requirements in PEFC ST 2002:2020 – Chain of Custody of Forest and Tree Based Products - Requirements and PEFC ST 2001:2020 - PEFC Trademark Rules.

Currently, Company Ltd. uses only promotional SFI trademark use, made available to customers on our website: www.companyltd.com/about us

The Sales Manager is aware of the need to include trademark procedures for on product use, if Company Ltd. decides to change trademark use in future.

(1.2)

# Physical separation method implementation

Company Ltd. is using the physical separation method for producing SFI-certified products. We maintain physical separation of all SFI-certified material used for SFI production, from non-certified material through reception, processing, packing and shipping (2.1/2.2).

The Production Manager, who prepares production orders, is responsible for clearly indicating “SFI” if the material must be produced as SFI-certified.

For certified production orders, the Foreman must ensure that only certified material is used. All certified raw material is labelled with the letters “SFI” (and according claim) is clearly distinguishable.

After the first processing stage, a green tracking label with the letters “SFI” is attached to the pallet. This ensures that SFI-certified material is always clearly distinguishable during production. All production staff must ensure that only the green tracking label is used for SFI-certified material.

It is the responsibility of all staff to ensure that no non-certified material is mixed with SFI material for orders where a green tracking label is used (though it is acceptable to use SFI-certified material to produce non-certified products).

(2)

# Outsourcing

Outsourcing is the process where a contractor handles SFI-certified material. The outsourcer receives the material, which is physically separated from other material, and returns the material to the organisation when the outsourced work is completed. Company Ltd. owns material prior to the outsourcers handling. Company Ltd. has procedures for the audit of these outsourcers, in accordance with standard requirements.

Through all stages of outsourcing, Company Ltd. shall be responsible for ensuring that all outsourced activities meet the requirements of this standard, including management system requirements. Company Ltd. has a written agreement with all entities to whom activities have been outsourced, ensuring that:

a. The material/products covered by the Certified Organization’s SFI Chain-of-Custody are clearly identified from other material or products.

b. The Certified Organization has access to the entity’s site(s) for internal and external auditing of outsourced activities for conformity with the requirements of this standard.

c. Internal audits of outsourced activities should be conducted at least annually and before the outsourced activity starts.

d. Records of inputs/outputs are available.

See Annex for example/signed copies of these agreements.

A list of outsourcers must be implemented and kept up-to-date by the Production Manager (Annex 5).

(9)

# Internal SFI audit and Management Review

The Production Manager is responsible for conducting an annual internal audit of the CoC system. Internal audit will be conducted at least annually and before initial audit, and will cover all SFI-standard requirements (8.6).

At a minimum, the following details must be audited:

* Sampling of incoming delivery notes and invoices since last internal/ external audit – Checking correct use of SFI CoC Code and Claim according to supplier list and product group schedule
* Sampling of outgoing delivery notes and invoices since last internal/ external audit – Checking correct use of SFI CoC Code and Claim according to materials purchased
* Interviews of staff involved in the CoC system, ensuring that all relevant staff have knowledge of and understand the procedures relevant to their area of responsibility
* Outsourcers

A summary from the internal audit is prepared including details such as (Annex 4): Internal auditor’s name, date of the audit, names and functions of staff interviewed, audit conclusion – including a description of Non-Conformity Reports (NCRs) and observations, list of corrective actions implemented to address NCRs, management signature

# Annual SFI audit

Prior to the annual external SFI audit with Preferred by Nature, the following documentation is prepared and submitted to auditor, at the latest three (3) days prior to the agreed audit date:

* Updated SFI procedure manual
* Updated documentation for executed training (Annex 1)
* Updated list of suppliers (Annex 2)
* Updated Product Group Schedule (Annex 3)
* Outsourcing agreements (Annex 5)
* List of outsourcers with SFI-certified production (Annex 5)

# Nonconformity and corrective actions (from internal or external audits)

When a nonconformity is identified through internal or external auditing, Company Ltd. shall react to the nonconformity and, as applicable, take action to control and correct it address the root cause of the NCR through appropriate methods. Company Ltd. shall evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by: reviewing the nonconformity, determining the causes of the nonconformity, determining if similar nonconformities exist, or could potentially occur. Company Lts. Is committed to implementing any action needed, review effectiveness of any corrective action taken, and make changes to the management system, if necessary, to conform to standard requirements.

Company Ltd. maintains documented information of all nonconformities and the results of corrective action.

# Annex 1: Documentation for training of staff

The following members of staff have received training related to SFI certification and these Chain of Custody procedures:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job title and function** | **Topic of the training** | **Training date** | **Name of the trainer/instructor** |
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# Annex 2: SFI Supplier List

This list is verified every 3 months at [https://SFI.org/find-certified](https://pefc.org/find-certified)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier**  (Name and address) | **Product type**  (Description  of the product) | **Material category**  (100% SFI Certified or XX% SFI Certified) | **SFI CoC code** | **Date of latest verification** |
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# Annex 3: SFI Product Group List and Keys

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SFI product group**  **(description of the product)** | **Product type & code**  **(see list on following page)** | **Output SFI category** | **Species**  **(choose from drop-down menu)** | **Input SFI category(ies)** | **Control system for  SFI claims** | **Sites** |
| Wood for construction | 03020  Sawn wood |  |  |  |  |  |
|  |  |  |  |  |  |  |
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| --- | --- | --- | --- |
| **Code** | **Product categories** | | |
| **01000** | **Roundwood** |  |  |
| 01010 |  | Sawlogs and veneer logs |  |
| 01020 |  | Pulpwood |  |
| 01030 |  | Chips and particles |  |
| 01040 |  | Wood residues |  |
| 01050 |  | Other industrial roundwood |  |
| **02000** | **Fuelwood and charcoal** |  |  |
| 02010 |  | Fuelwood  (incl. chips, residues, pellets, brickets, etc.) |  |
| 02020 |  | Charcoal |  |
| **03000** | **Sawnwood and sleepers** |  |  |
| 03010 |  | Railway sleepers |  |
| 03020 |  | Sawnwood |  |
| **04000** | **Engineered wood products** |  |  |
| 04010 |  | Laminated Lumber Products |  |
| 04020 |  | Finger Jointed Lumber |  |
| 04030 |  | Glue Laminated Products (Glulam) |  |
| 04040 |  | Laminated Veneer Lumber (LVL) |  |
| 04050 |  | Parallel Strand Lumber (PSL) |  |
| 04060 |  | I-Joists / I-Beams |  |
| 04070 |  | Trusses & Engineered Panels |  |
| 04080 |  | Other |  |
| **05000** | **Wood based panels** |  |  |
| 05010 |  | Veneer sheets |  |
| 05020 |  | Plywood |  |
| 05030 |  | Particle board |  |
| 05031 |  |  | OSB |
| 05032 |  |  | Other particle board |
| 05040 |  | Fibreboard |  |
| 05041 |  |  | MDF |
| 05042 |  |  | HDF |
| 05043 |  |  | Softboard |
| 05043 |  |  | Hardboard |
| 05044 |  |  | Insulating board |
| **06000** | **Pulp** |  |  |
| 06010 |  | Mechanical |  |
| 06020 |  | Semichemical |  |
| 06030 |  | Dissolving |  |
| 06040 |  | Chemical |  |
| 06041 |  |  | Unbleached sulphite pulp |
| 06042 |  |  | Bleached sulphite pulp |
| 06043 |  |  | Unbleached sulphate (kraft) pulp |
| 06044 |  |  | Bleached sulphate (kraft) pulp |
| 06050 |  | Recovered paper |  |
| **07000** | **Paper and paper board** |  |  |
| 07010 |  | Graphic papers |  |
| 07011 |  |  | Newsprint |
| 07012 |  |  | Uncoated mechanical |
| 07013 |  |  | Uncoated woodfree |
| 07014 |  |  | Coated papers |
| 07020 |  | Household and sanitary paper |  |
| 07030 |  | Packaging materials |  |
| 07031 |  |  | Case materials |
| 07032 |  |  | Folding boxboards |
| 07033 |  |  | Wrapping papers |
| 07034 |  |  | Other papers mainly for packaging |
| 07040 |  | Other paper and paperboard |  |
| 07050 |  | Converted paper products |  |
| 07060 |  | Printed matter |  |
| **08000** | **Wood manufacturers** |  |  |
| 08010 |  | Packaging, cable drums, pallets |  |
| 08011 |  |  | Packaging and crates |
| 08012 |  |  | Cable drums |
| 08013 |  |  | Pallets |
| 08020 |  | Furniture |  |
| 08030 |  | Builders carpentry |  |
| 08031 |  |  | Windows |
| 08032 |  |  | Doors |
| 08033 |  |  | Shingles and shakes |
| 08034 |  |  | Floors |
| 08035 |  |  | Others |
| 08040 |  | Decorative wood |  |
| 08050 |  | Tools and turned wood |  |
| 08051 |  |  | Tools |
| 08052 |  |  | Children toys |
| 08053 |  |  | Sport goods |
| 08054 |  |  | Musical instruments |
| 08055 |  |  | Other |
| 08060 |  | Other |  |
| **09000** | **Exterior products** |  |  |
| 09010 |  | Buildings and their parts |  |
| 09020 |  | Garden Furniture/Outdoor Products |  |
| 09021 |  |  | Garden furniture |
| 09022 |  |  | Playground equipment |
| 09023 |  |  | Decking |
| 09030 |  | Other |  |
| **11000** | **Cork and cork products** |  | |
| 11010 |  | Natural cork and cork waste |  |
| 11020 |  | Cork manufactures |  |
| **12000** | **Energy** |  |  |
| **13000** | **Non-wood products** |  |  |
| **14000** | **Other** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **List of species** | | | |
| 1 | Coniferous | All woods derived from trees classified botanically as Gymnospermae - e.g. fir (Abies), parana pine (Araucaria), deodar (Cedrus), ginkgo (Ginkgo), larch (Larix), spruce (Picea), pine, chir, kail (Pinus), etc. These are generally referred to as softwoods. | |
| 2 | Non-coniferous tropical | All woods derived from trees classified botanically as Angiospermae - e.g., maple (Acer), alder (Alnus), ebony (Diospyros), beech (Fagus), lignum vitae (Guiaicum), poplar (Populus), oak (Quercus), sal (Shorea), teak (Tectona), casuarina (Casuarina), etc. These are generally referred to as broadleaved or hardwoods. | Non-coniferous woods originating from tropical countries. |
| 3 | Non-coniferous other | Non-coniferous woods originating from countries other than tropical. |
| 4 | Not specified | | |

# Annex 4: Internal SFI audit report

**Audit Process:**

**Auditors:**

**Findings Summary:**

**Non-conformities (NCRs):**

|  |  |  |  |
| --- | --- | --- | --- |
| Audit date | XX-XX-XXXX | Name of internal auditor |  |
| Conclusion | | (Were any non-conformances found in the CoC system?) | |
| Interviews | | (Name and function of interviewed staff members) | |
| Documentation | | (Which documents were reviewed?) | |

|  |  |
| --- | --- |
| NCR number: | XX-2022 |
| Description of Non-conformance and related documentation/evidence: | |
| (Describe form and scope of the observed non-conformance) | |
| Corrective Action Request: | (Which corrective actions have been implemented to close the non-conformance, and what has been done to ensure that the error does not occur again?) |
| NCR conformance deadline: |  |
| Comments (optional): |  |

**Management Review Attendees:**

**Date of Management Review:**

**Corrective actions taken:**

**Corrective action plans:**

# Annex 5: Outsourcing agreement template

|  |  |
| --- | --- |
| **Certificate Holder’s SFI CoC Certificate Code:** |  |
| **Primary Contact for the Certificate:** |  |
| **Contractor’s Company Name:** |  |
| **Contractor Contact Person:** |  |
| **Location of Contractor:** |  |
| **Description of Outsourcing Arrangement:** |  |

**General Terms for Outsourcing:**

1. The Contractor shall track and control all materials that are outsourced for use in SFI-certified products to ensure they are not at risk of mixing or being contaminated with any other materials during the outsourcing arrangement.
2. The Contractor shall use only the material provided by the SFI Certificate Holder for products covered by this outsourcing arrangement.
3. The Contractor shall maintain records of inputs, outputs, and shipping documents associated with all material processed during the outsourcing arrangement.
4. SFI Certificate Holder shall issue the final invoice for the SFI-certified products following the outsourcing arrangement.
5. The Contractor shall not use the SFI or Preferred by Nature trademarks for promotional use or on any products not included in this outsourcing arrangement.
6. The Contractor shall not further outsource processing of the material to any other entity.
7. The Contractor shall allow Certificate Holder or Preferred by Nature to conduct audits of its operation, including on-site evaluation, as part of its auditing of the SFI Certificate Holder, either prior to or during active outsourcing.
8. The Contractor confirms that all outsourced activities meet the requirements of Section 4 of SFI 2022 Chain of Custody Standard.

**Specific Terms for this Outsourcing Arrangement:**

1. {IF APPLICABLE} The Contractor shall only apply the SFI labels provided by the SFI Certificate Holder to the SFI-certified products covered by the scope of this outsourcing arrangement and agreement.
2. **{LIST ADDITIONAL TERMS SPECIFIC TO THIS OUTSOURCING AGREEMENT}**

|  |  |
| --- | --- |
| Certificate Holder | Contractor |
| Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Annex 5: Outsourcer List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outsourcer** | **Address/contact information** | **Type of production** | **Material** | **Last audit date** |
|  |  |  |  |  |
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**About us**

Preferred by Nature (formerly NEPCon) is an international non-profit organisation working to support better land management and business practices that benefit people, nature and the climate. We do this through a unique combination of sustainability certification services, projects supporting awareness raising, and capacity building.

For more than 25 years, we have worked to develop practical solutions to drive positive impacts in production landscapes and supply chains in 100+ countries. We focus on land use, primarily through forest, agriculture and climate impact commodities, and related sectors such as tourism and conservation. Learn more at [www.preferredbynature.org](http://www.preferredbynature.org)

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