



## Sustainable Timber & FSC COC Protocol

Written in accordance with our environmental policy this is a protocol for the management of our timber use on site and in storage and where it comes from. The actions below will help you ensure that the correct reporting, delivery notes and certification is checked and provided. Nueco Group Limited are committed to supporting accreditation on the sourcing of sustainable timber. Please take time to read and carry out the following:

### Operations:

- Upon receipt of goods/delivery ensure a legible delivery ticket is in order and labelling is looked for and present.
- Using the 'Suppliers database' and 'FSC Fact sheet' annexed to this protocol ensure the codes are correct for certification and FSC claim is representative of the certificate.
- Should any goods not have any certification present or not be representative of the delivery note then the goods must be either reported to the COC manager for checking or returned to sender.
- Once goods have been received and checked the delivery note is handed or posted to head office for input into the FSC ledger for our records.
- Ensure all operatives who are receiving goods on behalf of Nueco Group Limited are informed of both the Environmental policy and this protocol.

### Commercial:

- When purchasing goods, the FSC database is referred to and up to date. Following this a purchase order is raised for the goods. (Within our Terms and conditions is a FSC clause for compliance with COC).
- Database is checked quarterly for updates using the FSC online checker. Where certificates have expired ensure the up to date documents are refreshed and received.
- Upon confirmation any order and database checking keep records digitally for sending to clients where applicable.
- When goods have been received and checked by the operations team, the details must be logged in the FSC COC ledger and reviewed quarterly by the COC manager. (Where FSC confirmation is claimed it must be present on the quotation, purchase order, delivery note and the invoice to ensure continuity).
- Request for information - Should the client request the sourcing of the timber then the suppliers must be checked, and information of chain evidenced and presented to the client.
- Should any recognised documentation not be present prior to purchasing the goods then Nueco Group Limited must purchase the goods from a certified vender to not break the chain.
- Ensure all commercial documentation, invoicing/application for payment sent to clients notifies them on the classification claim.

We trust the above information should keep you well informed, but should you have any queries on the subject matter or anything regarding the classification or process then please inform senior management and/or the COC manager.



“All our company policies are reviewed quarterly to ensure that Nueco Group Limited remains knowledgeable, learned and abreast with the latest industry legislation. We employ highly trained professionals and outsource consultancy where applicable to ensure the highest standard of consultation is received. I personally communicate each policy to all of our members to ensure anyone representing Nueco Group Limited are well briefed, attentive and working safely.”

*Tom Gibbons*

Tom Gibbons

Managing Director

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