

Summary Report
of the
Final Judgement of
Keurhout
by the
Timber Procurement Assessment Committee
(TPAC)

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1 Introduction

1.1 The Dutch procurement policy for timber

The Dutch government, like other (European) administrations, has developed a public procurement policy for wood-based products. Central in this procurement policy are the *Dutch Procurement Criteria for Timber*, which have been developed in consultation with stakeholders, and were officially established in June 2008. The Minister of Environment has commissioned the *Timber Procurement Assessment Committee* (TPAC) to assess whether existing certification systems for timber meet these Dutch Procurement Criteria.

The TPAC assessment procedure consists of several steps, which is concluded by the Final Judgement. The underlying document is the public summary of this Final Judgement. Based on this assessment TPAC has given its advice to the Ministry.

1.2 Reader's guide

This summary report is structured as follows: in section 2, the TPAC assessment method is explained, giving the details on what scores are necessary for a certification system to be assessed as *conforming to the Dutch Procurement Criteria*. Section 3 gives a summary of the Final Judgement of Keurhout. Section 4 lists the scores of Keurhout. Section 5 lists the documents which have been used for the assessment.

Note: this document gives a summary of TPAC's Judgement of Keurhout and provides an overview to the interested reader. The document by no means attempts to be all inclusive, for more information on this assessment of Keurhout please refer to the Stakeholder Forum Report. For information on how TPAC works, please refer to the User Manual (www.tpac.smk.nl).

2 The TPAC Assessment

2.1 Assessment procedure

The TPAC assessment procedure consists of several steps involving several parties. The procedure, for example, includes two opportunities for the system manager of the certification system to review the assessment performed by TPAC. The procedure also includes an online stakeholder forum. On this forum stakeholders are invited to provide information on how the certification system functions in practice. In the 'TPAC stakeholder forum report', the Committee shows how the information of the forum is taken into account in the final judgement of the system.

2.2 Assessment method

The Dutch Procurement Criteria consist of *principles* and *criteria* for certification systems which are structured so-called matrices. For Keurhout two matrices are relevant:

- Chain-of-Custody and Logo Use (CoC);
- Development, Application and Management of certification systems (DAM).

2.3 Explanation of scores

The tables below depict the possible scores for criteria and principles.

Scores for a criteria	
=	Fully addressed
≈	Partially addressed
≠	Inadequately addressed
n.r.	Not relevant
c.o.	Covered otherwise in legal and social context

Scores for a principle	
2	Fully addressed
1	Partially addressed
0	Inadequately addressed
n.r.	Not relevant

3 Final Judgement of Keurhout

TPAC assessed the relevant Keurhout standards. TPAC also took into account all information on the functioning of Keurhout in practice which was provided on TPAC’s stakeholder forum (see Stakeholder forum report on www.tpac.smk.nl).

Based on the assessment of all standards, procedures and practice information, TPAC concludes that **Keurhout is conforming to the Dutch Procurement Criteria**.

The following table shows the underlying scores on Principle level (on criterion level can be found further in this document).

Table: Summary Assessment of Keurhout								
	Chain of Custody (CoC)			Development, Application and Management (DAM)				
Score	P1	P2	P3	P1	P2	P3	P4	P5
0								
1								
2								

4 The Keurhout standards

4.1 Chain of Custody (CoC) and Logo Use

Chain of Custody system	P 1. A Chain of Custody (CoC) must be in place from the forest unit of origin to the final point of sale, which provides a link between the certified material in the product or product line and certified forest units. To that end the system requires that:	2
Organisation	C 1.1 Each individual organisation in the CoC possesses an operational CoC system.	=
	C 1.2 The management system of each organisation in the CoC provides sufficient guarantees that the requirements of the CoC standard are being met.	=
	C 1.3 Each individual organisation in the CoC registers quantities and the names and certificate numbers of the organisations from which it purchases timber and to which it sells timber.	=
Legal sources	C 1.4 If the system allows for mixing of SFM-certified and non-SFM-certified material, the non-SFM certified material is covered by a verifiable system to ensure that it is from non-disputed, at least legal sources. This applies to new-, including pre-consumer recycled material, and post-consumer recycled material.	=
	C1.5 SFM-certified timber, including timber products, timber from other verified legal sources and timber from non-verified (legal) sources are administratively separated. Timber from non-verified (legal) sources is also physically separated from the other two sources.	=
Mixed wood and assembled products	C1.6 If the system allows for mixing of SFM-certified and non-SFM-certified material, (one of) the following approaches shall be used: <ul style="list-style-type: none"> a. mass balance claim: the proportion of the product sold as SFM certified is equal to the proportion of SFM certified material entering a process; b. percentage based claim: the percentage of SFM certified material in a product or product line is reported. 	=
Chain of Custody group certification	P 2. If Group certification of the CoC is allowed, the standard must require that the group as whole must comply with the same requirements which are posed on individual companies. To that end the system requires that:	2
Juridical entity	C 2.1 A group has a juridical entity, which is responsible for the group as a whole.	=
Management	C 2.2 The group has a management system that provides sufficient guarantees that C 2.3 will be met.	=
	C 2.3 The group operates according to principle 1; in addition, each member of the group complies with these requirements inasmuch as they apply to its operations.	=
Registration	C 2.4 The group leader has a registration system in place including: <ul style="list-style-type: none"> a. names and addresses of the group members b. declarations of each member to comply with the certification requirements of the CoC. 	=
Logos and labels	P 3. Logos and labels that belong to the certification system and occur on products and documents shall have an unambiguous meaning and shall be applied in accordance with the rules established by the certification system. To that end the system requires that:	2

Design and use of logos and labels	C 3.1. The system manager employs rules for the use of logos and labels and for supervision of compliance. The rules comprise at least: <ul style="list-style-type: none"> a. specification of the logos and labels b. unambiguous description of the claim that the logos and labels represent, including the requirement to communicate the actual or minimum percentages of SFM certified- and post-consumer recycled material included in the product or product line c. rights to use logos and labels d. instructions regarding the use of logos and labels and the informative text they show. 	=
Copyright	C 3.2. The logo is copyrighted and is a registered trademark.	=
Clear and accurate claims	C 3.3 There is a clearly defined mechanism for controlling all claims made about the certified nature of products, which ensures that claims are clear and accurate and that action is taken to prevent any false or misleading claims.	=

Principle 1 – Chain of Custody system

The first CoC principle requires that a Chain of Custody from the forest unit to the final point of sale is in place. The principle includes six criteria which focus on the organisation (criterion 1.1, 1.2 and 1.3), the legality of sources (criterion 1.4 and 1.5) and on mixed products (criterion 1.6). All criteria are fully addressed. The principle is awarded a score of 2 accordingly.

Principle 2 – Chain of Custody group certification

The second CoC principle requires that, if the certification system allows CoC group certification, the standard must require the group as a whole to comply with the same requirements as imposed on individual companies. The principle consists of four criteria which deal with a juridical entity (criterion 2.1), a management system (criterion 2.2 and 2.3) and the registration of members (criterion 2.4). All criteria are fully addressed by Keurhout. The principle is awarded a score of 2 accordingly.

Principle 3 – Logos and labels

The last CoC principle requires that logos and labels of the certification system have an unambiguous meaning and that they are applied in accordance with the rules established by the certification system. The principle includes three criteria. Criterion 3.1 deals with the design of logos and labels, criterion 3.2 with copyright, criterion 3.3 with the control of all claims. All criteria are fully addressed. The principle is awarded a score of 2.

4.2 Development, Application and Management (DAM) of certification systems

Standard Development and Application		
Standard development	P 1. The process of standard development and the standard itself shall fulfil the requirements as established by international umbrella organisations (such as ISO and ISEAL). To that end the system requires that:	2
ISEAL and ISO Guide 59	C 1.1. The development process of the standard fulfils the requirements established in the <i>ISEAL 'Code of Good Practice for Setting Social and Environmental Standards'</i> , the <i>ISO Guide 59 'Code of Good Practice for Standardisation'</i> or equivalent requirements. The development process and application of the standard at least fulfil the following criteria: 1.2. through 1.10; 2.1. and 2.2.; 3.3. through 3.6. of this assessment table.	=
Stakeholder input	C 1.2. The standard development body comprises the relevant interested groups that serve the economic, social and environmental interests without undue dominance of one interest.	≈
	C 1.3 Decisions of the standard development body are made, if possible, by consensus. If consensus is not reached, qualified majority voting applies.	=
	C 1.4. The development of the standard takes place with input of the relevant stakeholders. Potential limitations for certain groups such as indigenous peoples and small forest owners to contribute directly are taken into account.	=
Public consultation	C 1.5. The standard development procedure provides for public input during a reasonable period of time.	=
Justification for handling comments	C 1.6. With the development of the standard, the standard setting organisation takes into account any comments submitted in writing and communicated verbally. The organisation maintains reports of the development process of the standard including the received input and how it is dealt with. A summary of it is published and is freely available.	=
Publication	C 1.7. The standard setting organisation publishes the standard as soon as it has been established.	=
Reference to international standards	C 1.8. A national standard which is part of an international certification system with a generic standard or which is based on a generic standard of an umbrella organisation, must refer to the relevant generic standard and be accepted by the relevant international system or organisation.	n.r.
General applicability	C 1.9. The standard and the procedures for establishing compliance are sufficiently flexible to be applied under changing local conditions and to forest management units of any size, either as a part of a group or regional association or otherwise.	n.r.
Process criteria and performance criteria	C 1.10. The standard contains both process and performance criteria and consists, where appropriate, of measurable, unambiguous parameters with guidelines for interpretation.	=
Certification system management		
System manager	P 2. The certification system shall be managed by a legal entity (system manager). The tasks and responsibilities shall be clearly distributed among the organisations, which form an organisational and/or functional part of the system. To that end the system requires that:	2
Legal entity, statutes	C 2.1. The system manager is a legally registered organisation with statutes, contact address, telephone, e-mail, and website.	=

Entities, distribution of responsibilities	C 2.2. The distribution of the responsibilities, authorities, and tasks among the entities, comprising an organisational and/or functional part of the certification system, and the procedures to be followed are clear and publicly available. The certification system comprises at least rules for the following functions: a. standard development b. certification c. accreditation d. supervision of proper performance of tasks and compliance with the rules e. objection and appeal handling f. design and use of logos and labels	=
Decision-making bodies and objection and appeal procedures	P 3. Decision-making bodies shall reflect the interests of stakeholders and shall provide for adequate procedures for objection and appeal regarding the decisions made and the functioning of the decision-making bodies. To that end the system requires that:	2
Composition	C 3.1. The decision-making and advisory bodies comprise the relevant interested groups without undue dominance of one interest.	≈
Decision-making	C 3.2. Decisions of decision-making and advisory bodies are made, if possible, by consensus. If consensus is not reached, majority voting applies.	=
Provision for objection or appeal	C 3.3. Objection and appeal procedures are publically available and clearly indicate the entity a stakeholder must turn to in the event of an objection or appeal against the operation of a particular entity or against a decision made by a particular entity.	=
Justification	C 3.4. The objection and appeal procedures require that the submitter or a representative substantiates the objection or appeal with arguments and relevant documentation.	=
Reasonable period	C 3.5. Objection and appeal procedures contain clear and reasonable deadlines for handling of the objection or appeal.	=
Independent forum	C 3.6. A forum of independent persons, which adequately represent legal and domain knowledge, handles appeal cases. Decisions are taken by majority voting.	=
Certification Bodies and Certification Procedures		
Certification bodies and procedures	P 4. Certification bodies shall be independent and shall be competent to assess sustainable forest management and the chain of custody system. To that end the system requires that:	2
Certification bodies	C 4.1. The certification bodies are accredited on the basis of the requirements and guidelines in ISO 17021 'Conformity Assessment - Requirements for Bodies Providing Audit and Certification of Management Systems' and/or ISO Guide 65 (EN 45011) 'General Requirements for Bodies Operating Product Certification Systems' and preferably on the basis of specific supplemental requirements for performance of conformity assessments according to the standards for sustainable forest management and the chain of custody.	=
Procedure for assessment	C 4.2. The certification contains an assessment of system documents, site visits, and sufficient consultation of external stakeholders.	=/n.r.
	C 4.3. In case of a group certification an adequate sample of group members must be audited.	=
Public availability	C 4.4. The certification agency makes the following items public in addition to the requirements in ISO 17021 and ISO Guide 65: a. summaries of assessment reports b. a list of the granted certificates	=/n.r.
Accreditation		
Accreditation	P 5. The accreditation agencies that grant the accreditations for certification of sustainable forest	2

	management and/or the chain of custody shall be competent and independent, national or international organisations that are preferably member of the IAF. To that end the system requires that:	
Accreditation body	C 5.1. Accreditation must be granted by a national or international organisation that fulfils requirements as included in ISO 17011 'General Requirements for Assessment and Accreditation of Certification Bodies'.	=
Peer review	C 5.2. The accreditation body takes part in a peer review process with sister organisations, preferably within the framework of the IAF.	=

Principle 1 – Standard development

The first DAM principle requires that the process of standard development and the standard itself to fulfil the requirements as established by international umbrella organisations such as ISO and ISEAL. The principle consists of ten criteria. Criterion 1.1 specifies the required treaties; criterion 1.2, 1.3 and 1.4 deal with stakeholder input; criterion 1.5 with public consultation; criterion 1.6 with the handling of conflicts; criterion 1.7 with publication; criterion 1.8 with reference to meta-standards; criterion 1.9 with the general applicability; and criterion 1.10 deals with both process and performance criteria.

The only topic which is partially addressed is criterion 1.2 on standard development body composition. All other criteria are fully addressed. Therefore the principle is awarded a score of 2.

Principle 2 – System manager

The second DAM principle requires the system manager to be a legally registered entity (criterion 2.1). Furthermore the responsibilities, authorities, procedures and tasks amongst entities are clear and public available (criterion 2.2).

The two related criteria are fully addressed. The principle is awarded a score of 2.

Principle 3 – Decision-making bodies and appeal procedures

The third DAM principle requires the decision-making bodies and appeal procedures to reflect the interests of the stakeholders. The principle consists of six criteria: Criterion 3.1 and 3.2 deal with decision making bodies; criterion 3.3, 3.4, 3.5 and 3.6 with objection and appeal procedures.

The only topic which is partially addressed is criterion 3.1 on the composition of the decision-making and advisory bodies. The principle is awarded a score of 2.

Principle 4 – Certification bodies and procedures

The fourth DAM principle requires the certification bodies to be independent and competent to assess sustainable forest management and the Chain of Custody. The principle includes four criteria. Criterion 4.1 deals with the certification body; criterion 4.2 and 4.3 with the procedure for assessment; and criterion 4.4 deals with public availability.

All criteria are fully addressed, or partially not relevant. The principle is awarded a score of 2.

Principle 5 – Accreditation

The fifth DAM principle requires accreditation agencies, who grant accreditations for certification of sustainable forest management and/or the Chain of Custody, to be competent and independent. The principle consists of two criteria. Criterion 5.1 deals with the accreditation body; criterion 5.2 deals with peer review.

Both criteria are fully addressed. The principle is awarded a score of 2.

5 Documents Keurhout

The following documents were used by TPAC for the final judgement of Keurhout:

- Keurhout Logo Gebruik Handleiding - 25 maart 2019
- Keurhout Procedure for Revision of Keurhout Protocols - Revisie 002 datum 11 maart 2020
- Keurhout Protocol voor de controle op de Handelsketencertificering – 26 februari 2020
- Application for Registration as an Assessor to the Keurhout Chain of Custody System - 13th of February 2020