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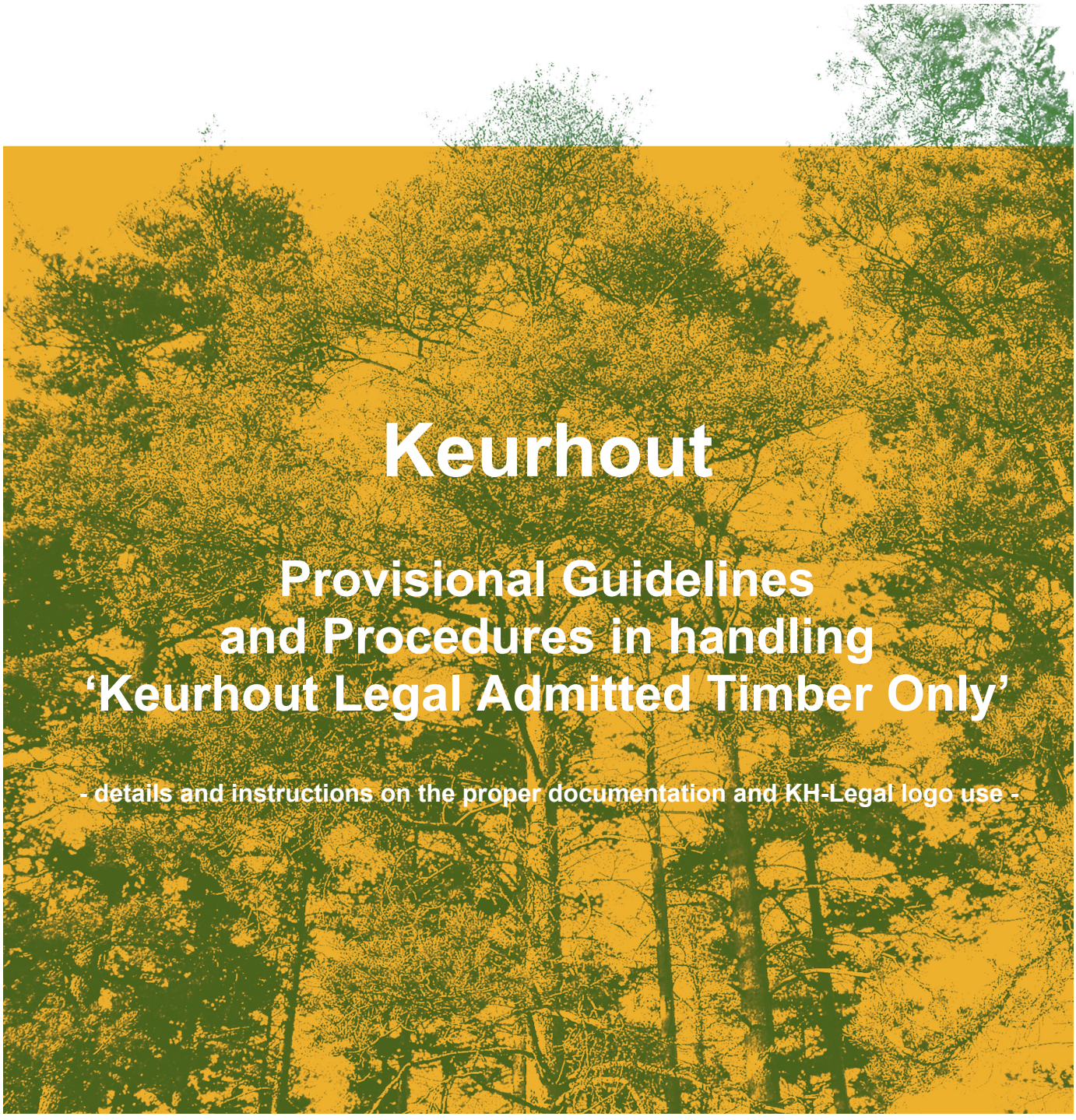
Keurhout



Keurhout

Provisional Guidelines and Procedures in handling 'Keurhout Legal Admitted Timber Only'

- details and instructions on the proper documentation and KH-Legal logo use -

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0. Introduction

Keurhout legal admitted timber and timber products are fully originating (100%) from forest resources and suppliers validated according to the *Keurhout Protocol for Verification of Legal Origin*, and only to be qualified as **"Keurhout-Legal admitted timber only"**. The date of the admittance of validated resources and suppliers by Keurhout is decisive for the use of this qualification. Timber procured from admitted sources and/or suppliers, or exported by admitted companies before this date of acceptance can not be qualified as **"Keurhout-Legal admitted timber only"**. Please find data of acceptance on the Keurhout website: www.keurhout.nl, under the links "certificates" → "Keurhout-Legal".

Keurhout on- and off-product logo and statement-use is only reserved for timber and timber products originating from Keurhout admitted forest sources, through Keurhout admitted suppliers.

Physical separation must be guaranteed throughout the chain-of-custody with respect to non-certified timber as well as to certified non-Keurhout admitted timber.

On-product labelling in the country of origin is **only allowed to exporting companies** after an approved, formal written request to Keurhout and according to the terms and conditions of the Keurhout logo-use.

Instructions on documenting Keurhout-Legal

1. Documents

1.1 Invoices and shipping documents
On (export) documentation accompanying timber admitted to the Keurhout-Legal system:

- the Keurhout-Legal admitted timber must be clearly marked
- the Keurhout-Legal admitted timber must be accompanied by the statement:
  ''Keurhout-Legal admitted timber only''

1.2 Additional in case of on-product logo-use (see paragraph 3)
In case the exporting company wishes to use the Keurhout-Legal logo on-product (and gained the formal Keurhout approval) the invoices and shipping documents need to state the following additional items:

- the **position** of the on-product logo
- the Keurhout-**membership number** of the receiving Keurhout participant; in accordance with the number on the on-product logo

2. Additional documents

Additional to invoices and shipping documents the following documents must be made available to the receiving Keurhout participant in all cases:
- Copy of the valid **Chain-of-Custody certificate** of the exporting company
- Copy of the valid **Certificate for Forest Management** of the Keurhout admitted FMU which the timber originates from.

3. On-product labelling

3.1 On product-labelling is voluntary.

3.2 Companies wishing to apply for logo-use must put forward a written request to Keurhout. After approval a specimen of the logo will be sent. The logo-use is approved for the validity of the approved Chain-of-Custody certificate.

3.3 Logo-users are only allowed to use the logo on-product; other uses, as for promotion purposes are the privilege of Keurhout participants in receiving countries only.

3.4 If the logo is used, the following conditions shall be strictly applied with:
- the logo must be used in the right proportions, colour code and contrast etc (see figure 1)
- the minimal sizes of the logo must be 40 x 30 mm (see figure 2)
- in the top hand right side four circles are found. These must contain the Keurhout participant number of the receiving company (see figure 3).
- the logo must be readily and clearly visible on the product
- the logo must be, at least, the same size as other logo's attached
- the logo must be affixed in such a manner as not to become detached during transport, in storage or otherwise.
- the logo may not be used on timber and timber products exported to destinations or companies, other than specified Keurhout participants.

3.5 If other statements are intended to be applied to Keurhout-Legal admitted timber, a formal request must be sent to Keurhout for approval.

4. Record keeping

4.1 Beside the documents concerning the procurement of ''Keurhout-Legal admitted timber only'', all above mentioned documents or copies of these documents must be maintained in up-to date chain-of-custody records and made available to the assessor on request.

4.2 Approved Keurhout-logo users must provide Keurhout with records for assessment purposes. These records must have been validated and signed by an independent certifier and provided to Keurhout twice a year. The records must at least contain the following information:

''Keurhout-Legal timber only'' volumes exported:
- by type of product
- by receiving Keurhout participants (name, Keurhout number and place of residence)

The records provided to Keurhout will be treated confidentially.

5. Proper use

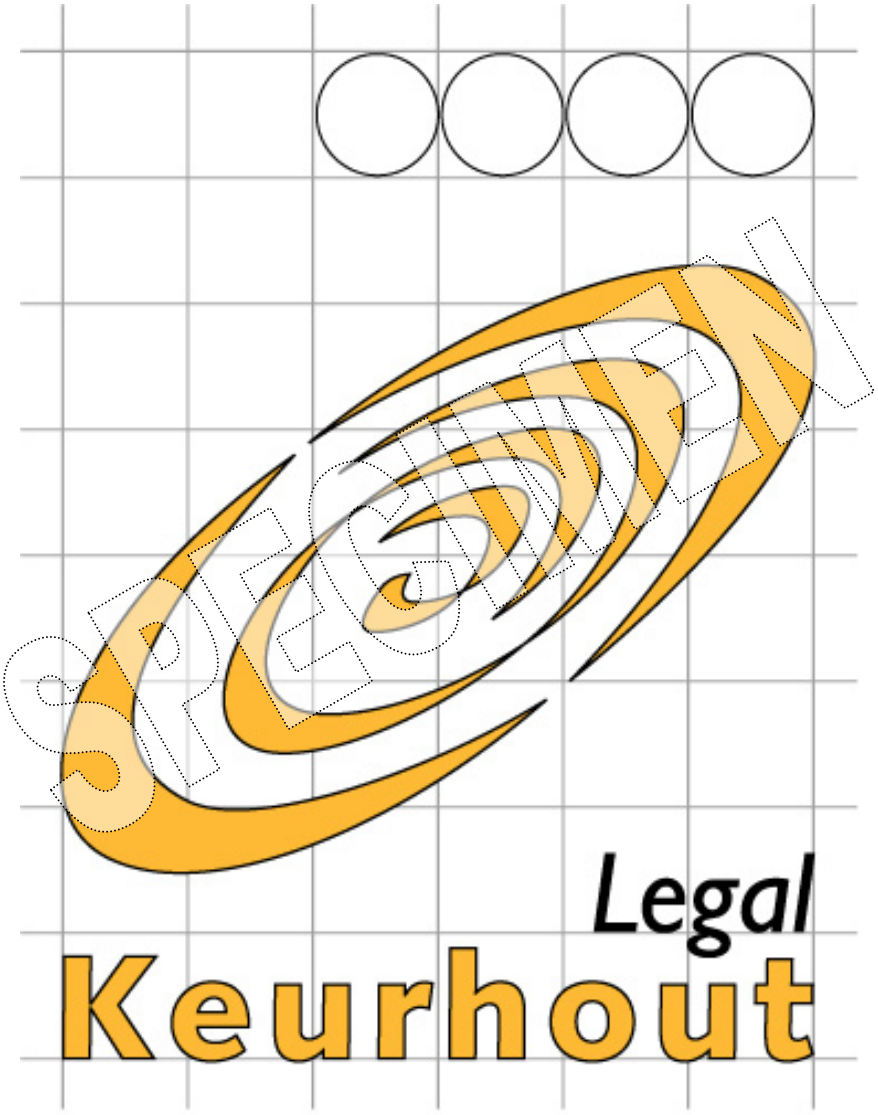
5.1 In case irregularities concerning the proper Keurhout-logo use are found, Keurhout is entitled to demand the logo-user or any other party involved to take corrective actions or, if necessary, cancel the Keurhout admitted logo use.

Note: **the guidelines and procedures in this document have not yet been formalized. Slight changes may occur in the near future. If the Logo-guide has been approved by Keurhout a copy will be sent to your organization.**

Keurhout, March 9th 2006

ANNEX

The Keurhout-Legal logo



Proportion 6 : 8
The circles comprise 1 unit and fall within the bordering lines

COLOUR CODE		PMS	RAL	HTML
	black +	1235 C	1017	#FEBA35

Figure 1. The proportions, colour code, dimensions and contrast of the Keurhout-Legal logo

Figure 2: Minimal dimensions of the Keurhout-Legal logo

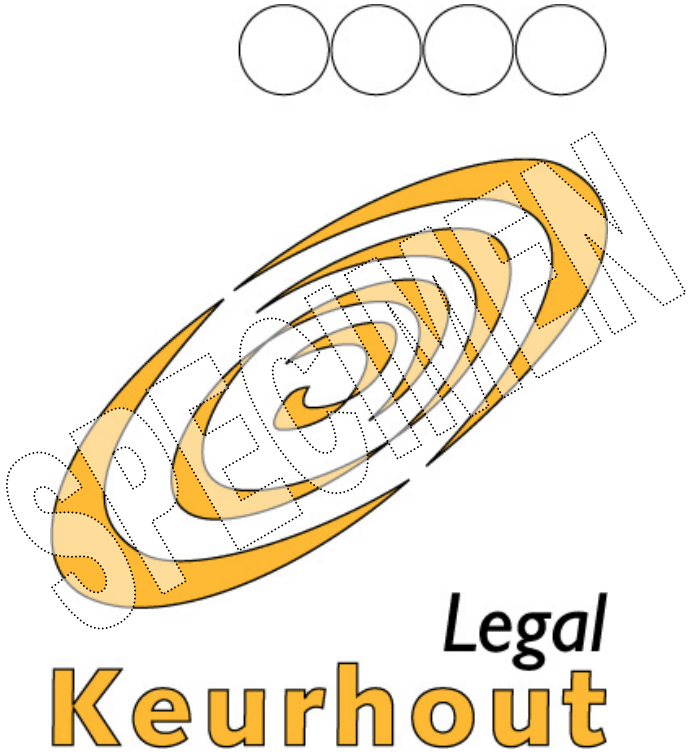


Figure 3: On-product Keurhout-Legal logo; the Keurhout participant number of the receiving company must be applied in the upper right hand circles