



Explanatory note Keurhout volume registration per 2011

The Keurhout volume registration form has been simplified at the end of 2010. At the same time the number of registration moments has been limited to twice per year. The new registration form considers the fact that next to timber trading companies more and more processing factories and construction companies become Keurhout participant. The following shall be taken into account:

- The volume registration shall be implemented by **all KH-participants**
- The **new Keurhout volume registration form** shall be used
- The form shall be filled out **2 x per year**, just after closing the half-year
- In order to fill out the form **correctly and completely** the following shall be complied with:
 1. the **general information** in the upper part of the form shall be filled out completely
 2. volumes shall be **rounded off to m3** (no decimals)
 3. volumes shall be **specified per timber species, per KH system and per KH level**. Per different combination of timber species, KH system and KH level a separate column shall be filled out. In case more than six columns are needed, one or more additional forms are to be filled out.
 4. per column the **timber species** shall be mentioned on line 1 of the volume table.
 5. in case of **composite products** the timber species shall not be mentioned; instead the word "**composite**" shall be included. The **volume of composite products** shall be calculated as follows: "total volume = product volume x product number".
 6. the **KH system** (KH-Sustainable /KH-Legal) and **KH level** (level 1 / level 2) shall be clearly indicated (respectively lines 2 and 3 of the volume table). For composite products the establishment of the system and level are based on the calculation of the percentages of sustainable and legal input considering all product parts. The CB shall be enabled to verify the calculation.
 7. the **starting stock** shall be mentioned (line 4 of the volume table) and **checked** against the final stock of the previous period. Eventual positive or negative **stock differences** shall be mentioned (respectively lines 7 and 8 of the volume table).
 8. the volume registration differentiates (respectively lines 5 and 6 of the volume table) between timber that has been **converted to Keurhout** by the participant and timber that has been **purchased as Keurhout** from another participant (to avoid double counting).
 9. the volume registration differentiates (respectively lines 9 and 10 of the volume table) between timber that has been **sold as Keurhout** by the participant and timber that has been **sold as non-Keurhout**.
 10. The **final stock** (line 11 of the volume table) results from the automatic calculation and thus shall not be filled out.
- The participant shall present the volume registration form(s) to his Certification Body **within 4 weeks after semester end** (so before **end of July** and before **end of January**).
- The **Certification Body** shall **verify** the volume registration forms and present them within **2 weeks** to the KH-MA.
- In case of **questions** please contact your certification body.