



HOW TO GET FSC®-LABELLED PRODUCTS

This guide is designed to help employees involved in the layout of FSC-certified packaging and products that must be labelled with an FSC on product label, or employees responsible for purchasing FSC-labelled products. FSC-certified suppliers are responsible for ensuring that products are labelled in accordance with FSC's standards and that this is approved. FSC Denmark encourages everyone involved in trade in labelled products to pay attention to correct labelling of the products. Follow the steps in this guide for help and guidance. Be aware that you don't have to follow the specific order of the questions outlined below.

EXAMPLES OF FSC ON PRODUCT LABELS



1 Is an official FSC on product label used?

You can see examples of both horizontal and vertical FSC on product labels above. The standard colour is green, but there's also other opportunities available. Check that the font, proportions, etc. look correct compared to the examples.

NO

YES

Contact the certified supplier of the labelled product and ask to get a correct FSC on product label. FSC-certified companies have access to the labels through trademarkportal.fsc.org. They must send the correct FSC label and ensure that it is used correctly and approved. If your organization is FSC-certified itself, contact the person responsible for certification and labelling.

2 Does the FSC-label contain the mandatory elements?

The mandatory elements of the FSC on product label are the FSC-logo and trademark symbol (® or ™), label title (100%, MIX or RECYCLED), FSC-license code (FSC®/™ C000000) and in most cases product type (wood, paper etc.). FSC's web address and label text (e.g. "...from responsible sources", "Supporting responsible forestry") are voluntary elements.

NO

YES

Get a label with all mandatory elements from the company that the license code in the label refers to.

3 Does the license code in the label belong to the company who finishes or resells the products?

Look up the license code in info.fsc.org and check that the name and the contact information in the database corresponds to the company who finishes or resells the products.

NO

YES

If the products are to be FSC-labelled, they must be produced and finished at an FSC-certified company. That is, the company that finishes the product, whether it is a secondary product like e.g. a hangtag or a packaging or if it is a piece of furniture, toy etc., needs to have its own FSC-certification. The license code must belong to the company that finishes the product or another certified company in the following supply chain, which is certified to the appropriate product type.

4 Is the company to which the license code belongs certified to the specific FSC label, product type, species (if relevant) and a relevant activity?

Under product information in info.fsc.org, check that the company is certified to the relevant FSC label (Main Output Category), product type, species (if relevant) and company activity. That a company is FSC-certified, does NOT automatically mean that all the products of the company are FSC-certified.

NO

YES

The certificate does not include the specific FSC label (Main Output Category), product type, a relevant company activity or species, so the supplier cannot produce/sell the products as FSC-certified and label them. Contact the supplier to find out if the wished product type and/or species can be delivered FSC-certified, and if so, ask the supplier to update the information in the database info.fsc.org before the order and labelling process continues. Also make sure that the certificate includes the specific FSC label for the relevant product type or get the right label.

5 Is the finished FSC-labelled product sold with a correct FSC claim and CoC code?

The invoice issued for the finished FSC-labelled product must contain the supplier's FSC CoC code and an FSC claim (FSC MIX, FSC 100 % or FSC RECYCLED). FSC code and claim must match the supplier's certificate information in the database info.fsc.org.

NO

YES

Contact the supplier to solve the problem and get the right purchase documentation.

You have now taken a number of steps to ensure that the FSC-certified products your organisation wants to buy/use are FSC-labelled correctly. For more information about the graphic FSC-labelling requirements visit fsc.org/en/for-businesses/use-our-logo. If you need to initiate further measures to ensure correct labelling, you can ask the FSC-certified supplier to send their approval of the FSC labelling from the supplier's certification body before ordering the products. If the supplier is approved to self-approval, you can ask for documentation for this and the internal approval.

If you have questions about labelling, contact your FSC-certified supplier or local FSC office (fsc.org/en/worldwide/locations).