

## **SAMPLE CONTRACTOR LETTER - SUPPLIER OF OUTSOURCED SERVICES**

*Note: Letter to be sent to all new contractors who undertake work on behalf of the Company and who are to be included in the Company's CoC Registration.*

### **Sample letter detailed below:**

*Contractor Ltd*

*Address*

*Address*

*Address*

*Address*

Dear

### **Re: Chain of Custody Contractor Agreement**

As part of our chain of custody ("CoC") procedures we are required to have an agreement in place with all outsourced contractors with whom we work.

We would appreciate it if you could confirm your agreement to the following by signing and returning a copy of this letter.

We, the Contractor:

1. Have received a copy of the relevant section of [*The Company Limited's*] [*The Company*] CoC Procedures and are operating in compliance with them.
2. Agree to allow the relevant CoC accredited Certification Body to audit our operation if required.
3. Will ensure that certified material supplied by [*The Company*] can be tracked and controlled and can not be mixed or contaminated with any other material during processing.
4. Will keep records of goods received, goods dispatched and delivery documentation associated with all certified material processed under this Agreement.
5. Will not outsource any procedure without the prior agreement of [*The Company*]. Should this be necessary, the outsourced location will need to be added to [*The Company's*] CoC Registration and all relevant procedures adhered to.
6. Shall not use the CoC scheme logos (FSC or PEFC) in relation to our processing of goods under this Agreement unless specifically instructed by [*The Company*] to the contrary.

Yours sincerely

[*The Company*]

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I confirm that [*The Contractor*] accepts the above terms in addition to the standard terms of business of [*The Company*].

Signed .....

Name .....

Dated .....

## **Sample contractor chain of custody procedure**

### **Scope**

This Procedure covers the receipt, storage, processing and despatch of certified timber and wood based products that are supplied by [*The Company*] (“The Company”) to ensure that the Chain of Custody (“CoC”) of its goods is maintained.

### **Receipt of Goods**

Prior to unloading, the goods supplied by [*The Company*] shall be checked to ensure that they correspond to that detailed on the [*The Company's*] purchase order and job specification. Should this not be the case, or in the event of any query, the Contractor shall contact the Chain of Custody Manager at [*The Company*] to resolve the issue.

Under no circumstances may materials be obtained from any other source other than through [*The Company*].

In cases where [*The Company*] arranges for goods to be delivered directly by the supplier to the Contractor, [*The Company*] shall include a request on the purchase order for the supplier to send a duplicate copy of the delivery note to [*The Company*]'s head office in order that the CoC status of the materials can be checked.

### **Storage and Processing**

Goods shall be stored before, during and after processing in such a manner so as to ensure that they can not be mixed with, exchanged for, or misidentified as any goods other than those supplied by [*The Company*].

The Contractor may not outsource any procedure without the prior agreement of [*The Company*].

### **Records**

A copy of the relevant documentation relating to the outsourced work shall be kept by the Contractor for a minimum of 5 years.

Relevant documentation shall include that supplied by [*The Company*] (e.g. purchase order, job specification, drawings) and the Contractor's own records (e.g. goods received notes, internal works orders, and despatch and sales documents as appropriate).

### **Training**

The Contractor shall ensure that relevant staff receive the necessary training to carry out their responsibilities in accordance with these procedures and shall log the training as a record of it having been carried out.

### **Auditing**

The Contractor understands that its operation may be the subject of review either by [*The Company*] or their Certification Body and agrees to provide full access to the processes described in these procedures for auditing purposes.