



## FSC own approved Trademark Use Management system application Form

(referring to Bureau Veritas Certification Trademark Use Management System procedure)

# FSC™ Trademark Use Management System procedure (rev 1.0, 16. April 2018)

Prior to each new use of the FSC trademarks, the organization shall ensure trademark use control:

- By implementing its own approved Trademark Use Management system **or**
- By receiving external approval from Bureau Veritas Certification.

## 1. Own approved Trademark Use Management system

Instead of submitting all intended uses of FSC trademarks to Bureau Veritas Certification for approval, the organization may implement its own trademark use management system with an internal control system. This system shall be approved by the Bureau Veritas Certification before the organization may start using it.

### 1.1. Management system to be implemented

The organization shall implement and maintain a trademark use management system adequate to its size and complexity, to ensure its continuous conformity with all applicable requirements of the standard FSC-STD-50-001 V2-0.

Organization may only self-approve the claims that fall within the scope of their certification. All uses have to conform to the latest version of FSC-STD-50-001 and any interpretations published in conjunction with it.

In order to be granted the status of self-approver, the organization shall:

- Appoint a management representative who has overall responsibility and authority for the organization's conformity with all applicable trademark requirements;
- Implement and maintain up-to-date documented procedures covering the trademark control within the organization;
- Define the personnel responsible for the implementation of each procedure;
- Define the scope of the system to include on-product labelling or promotion, or both;
- All trademark uses that are not included in the scope of Own Trademark Use Management System shall be approved by Bureau Veritas Certification.
- Train defined staff on the up-to-date version of the organization's procedures to ensure their competence in implementing the trademark use management system;
- The online FSC trademark training session shall be followed by all defined staff. This training is available following this link: <https://etraining.fsc.org> (see Access Instructions in Annex 1)
- Maintain complete and up-to-date records of trademark approvals, which shall be retained for a minimum period of five (5) years.

### 1.2. Approval of Own Trademark Use Management System and Self-approval status

The organization may ask Bureau Veritas Certification for the approval of its Own Trademark Use Management System.

In order to that, the Organization shall send to Bureau Veritas Certification:

- The completed form titled "Own Trademark Use Management System Application Form"
- The procedure covering the trademark control system
- The certificate regarding the successful completion of the FSC® Trademark Training of each defined staff concerned by internal approval of FSC trademark
- 5 correct and consecutive trademark approvals for on-product labelling and/or 3 correct and consecutive trademark approvals for promotional labelling obtained from Bureau Veritas Certification during the last 12 months:
  - Only direct validations without additional information or modifications being required will be taken into consideration.
  - Approvals shall not concern variations of a single product unless the organization certifies only one type of product.
- the organization shall not be subject of an opened non-conformity regarding application of requirements of FSC-STD-50-001 standard.



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Bureau Veritas Certification will validate the Own Trademark Used Management System on the basis of these elements and will grant the “self-approval” status to the organization.

A written approval will be sent to the Certificate Holder confirming the self-approval status, the start date, the scope of Own Trademark Use Management System and name of staff concerned; this document shall be retained for a minimum period of five (5) years and shown on request during audits.

Efficiency of Own Trademark Used Management System will be verified during renewal or surveillance audits.

### 1.3. Extension of Own Trademark Use Management System scope

Organization can request Bureau Veritas Certification for an extension of the scope of Own Trademark Use Management System by sending the modified form titled “Approval of Own Trademark Use Management System”:

- change on the system of approval : on-product labelling or promotion or both
- new staff concerned by the internal approval of FSC trademark uses : organization shall additionally send the certificates regarding the successful completion of the FSC® Trademark Training by concerned people

### 1.4. Suspension withdrawal and termination of Self-approval status

Suspension of the self-approval status could occur in the following cases:

- A change of the named person in charge of the approval process in the organization shall lead to suspension of self-approval status until a new person has been assigned;
- Any major corrective action requests related to FSC-STD-50-001 raised in an audit or during the audit period shall lead to the suspension of self-approval status. Self-approval status will be recovered once the major non-conformity will be closed with effective evidences and additional trainings sessions if needed.

If the suspension has not been lifted within 3 months, the status for self-approval will be terminated.

The certification body and FSC reserve the right to withdraw self-approval status at their discretion.

If a Certificate Holder with self-approval status transfers to Bureau Veritas Certification, the status is subject to approval by Bureau Veritas Certification.

During the period of suspension of self-approval status or if the self-approval status is withdrawn/terminated, all FSC trademark uses shall be approved by Bureau Veritas Certification.

## 2. Approval of FSC trademark uses by Bureau Veritas Certification

The organization shall send the project of validation to Bureau Veritas Certification:

- by email to the mailbox that will be communicated once the certificate will be granted
- by all other means of communication (letter with sample of products...)



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Forest Stewardship Council®

March 2018

### Access Instructions: FSC® Trademark Training for Certificate Holders

The FSC Trademark Training for Certificate Holders is based on FSC-STD-50-001 (V2-0) *Requirements for use of the FSC trademarks by certificate holders*. The course is offered on the FSC eTraining Platform.

#### Steps for accessing the training course

1. Go to the FSC eTraining Platform at <https://etraining.fsc.org/>
2. **Sign up** to use the platform if you access it for the first time. You will receive an email to activate your account (note this might take up to 24 hours). NOTE: If you do not access this platform for the first time, you will be able to **sign in** directly by entering your email and password.

Username\*

Password\*

[I forgot my password](#)

3. **Read and accept the Terms and Conditions** of the FSC eTraining Platform.
4. Click on the **key icon** on the right to **insert your access code**.  
The access code for this course is: TMKSTD50-001V2-CH-EN
5. **Follow the instructions** of the training course.



Group key

#### General notes

- The access code may not be shared with other external parties.
- For successful completion of the course, you will need to achieve a score of at least 80 per cent in the final exam. You will find the final exam in Unit 8 of the course. It contains 10 questions. You will be able to download a certificate once you passed the exam.
- Once you have enrolled on the course, you will have 30 days to complete it.
- If you require technical support, please contact [training@fsc.org](mailto:training@fsc.org)