

Procedura za sistem upravljanja z blagovnimi znamkami FSC™

Procedure for a system of self-approval of FSC™ trademarks

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

Pred vsako novo uporabo blagovnih znamk FSC mora organizacija zagotoviti nadzor nad uporabo blagovnih znamk, tako da:

- vpelje lasten sistem upravljanja uporabe blagovnih znamk, za katerega mora pridobiti potrditev, **ali**
- prejemati potrditve posameznih uporab blagovnih znamk, kar pridobi pri Bureau Veritas Certification.

1. Lasten, potrjen sistem upravljanja uporabe blagovnih znamk

Namesto posredovanja vseh predvidenih uporab blagovnih znamk FSC Bureau Veritas-u, lahko organizacija vpelje laster sistem upravljanja uporabe blagovnih znamk v okviru notranjega kontrolnega sistema. Ta sistem mora Bureau Veritas potrditi pred začetkom uporabe.

1.1. Kakšen sistem upravljanja naj se vpelje?

Organizacija mora vpeljati in vzdrževati sistem upravljanja uporabe blagovnih znamk, primere velikosti in kompleksnosti in organizacije, tako da se zagotovi stalna skladnost z vsemi relevantnimi zahtevami standarda FSC-STD-50-001 v2-0.

Organizacija lahko sama potrjuje le zahtevke, ki so v obsegu certifikata. Vse uporabe morajo biti skladne z najnovejšo različico standarda FSC-STD-50-001 in nanj vezanimi interpretacijami.

V namen pridobitve statusa samo-potrjevalca, mora organizacija:

- imenovati predstavnika vodstva, ki ima splošno odgovornost in pristojnost za skladnost organizacije z vsemi zahtevami uporabe blagovnih znamk;
- vpeljati in vzdrževati dokumentirane procedure, ki zajemajo nadzor nad uporabo blagovnih znamk v organizaciji;
- opredeliti osebje, ki je odgovorno za izvedbo posameznih procedur;
- opredeliti obseg sistema, ki vključuje označevanje na proizvodu, promocijo ali oboje;
- vse uporabe blagovnih znamk, ki niso vključene v obseg lastnega Sistema potrjevanja blagovnih znamk, mora potrditi Bureau Veritas;
- imenovano osebje uposobiti o veljavnih procedurah organizacije, da se zagotovi njihova kompetentnost izvajanja sistema upravljanja uporabe blagovnih znamk;
- imenovano osebje se mora udeležiti on-line

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.

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

usposabljanja o blagovnih znamkah FSC. Uposabljanje je dostopno na povezavi: <https://etraining.fsc.org> (glej Access Instructions na tretji strani te priloge);

- vzdrževati celotne in aktualne zapise o potrjevanju blagovnih znamk, ki morajo biti arhivirane vsaj za obdobje petih (5) let.

1.2. Potrditev lastnega sistema upravljanja uporabe blagovnih znamk in status samo-potrjevalca

Organizacija lahko zaprosi Bureau Veritas za potrditev lastnega sistema upravljanja uporabe blagovnih znamk.

V ta namen mora organizacija Bureau Veritas posredovati:

- izpolnjen obrazec "Own Trademark Use Management System Application Form" (izpolnjen mora biti izvorni obrazec v prilogi);
- procedure, ki vključujejo procedure kontrole uporabe blagovnih znamk,
- certifikat o uspešno opravljenem usposabljanju FSC® Trademark Training (za vse osebe, ki je opredeljeno za notranje potrjevanje uporabe blagovnih znamk);
- pet (5) pravih zaporednih potrditev uporabe oznak na izdelku in tri (3) pravilne zaporedne potrditve uporabe promocijskih panelov, kot jih je Bureau Veritas potrdil v zadnjih 12 mesecih:
 - upoštevajo se potrditve, za katere niso bile zahtevane dodatne informacije ali popravki;
 - ne štejejejo se potrditve, ki predstavljajo variacije istega proizvoda; razen če je organizacija certificirana le za en tip proizvoda;
- organizacija ne sme imeti odprte neskladnosti, vezane na zahteve standarda FSC-STD-50-001.

Bureau Veritas bo na osnovi zgoraj navedenih dokazil potrdil lastni sistem upravljanja uporabe blagovnih znamk in organizaciji odobril status samo-potrjevalca.

Imetnik certifikata bo prejel pisno potrditev statusa samo-potrjevalca, datum začetka veljavnosti statusa, obseg lastnega sistema upravljanja uporabe blagovnih znamk in imena imenovanih oseb; ta dokument mora biti arhiviran vsaj za obdobje petih (5) let in biti na voljo ob presojah.

Učinkovitost lastnega sistema upravljanja uporabe blagovnih znamk bo preverjana ob obnovitvenih in kontrolnih presojah.

1.3. Razširitev obsega sistema upravljanja uporabe blagovnih znamk

Organizacija lahko Bureau Veritas zaprosi za

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...)

razširitev obsega sistema upravljanja uporabe blagovnih znamk, kar naredi s posredovanjem modificiranega obrazca "Approval of Own Trademark Use Management System":

- sprememba sistema potrjevanja: označevanje na proizvodu, promocijska uporaba ali oboje;
- novo osebje, ki bo izvajalo notranje potrjevanje uporabe blagovnih znamk FSC: organizacija mora za novo osebje posredovati certifikat o uspešnem zaključku usposabljanja FSC® Trademark Training.

1.4. Suspensz, odvzem ali prekinitev statusa samo-potrjevalca

Suspensz statusa samo-potrjevalca se lahko izvede v naslednjih primerih:

- sprememba osebja, ki je imenovano za potrjevanje; dokler novo imenovana oseba ni odobrena;
- vse večje neskladnosti, vezane na standard FSC-STD-50-001, ki so ugotovljene na presoji ali med presojama. Status samo-potrjevalca se obnovi, ko je neskladnost zaprta in so na voljo zadovoljivi dokazi ter, če je potrebno, dodatna usposabljanja.

V kolikor se razlogi za suspensz ne zaključijo v roku treh (3) mesecev, se status samo-potrjevalca prekine.

Certifikacijski organ in FSC si pridržujeta diskrecijsko pravico odvzema statusa samo-potrjevalca.

V kolikor imetnik certifikata s predhodno potrjenim statusom samo-potrjevalca izvede prenos certifikata z drugega certifikacijskega organa na Bureau Veritas, mora status samo-potrjevalca odobriti tudi Bureau Veritas.

V obdobju suspenza statusa samo-potrjevalca ali če je status odvzet/prekinjen, mora vse uporabe blagovnih znamk potrditi Bureau Veritas.

2. Potrjevanje uporabe blagovnih znamk FSC s strani Bureau Veritas-a

Organizacija mora predvidene uporabe blagovnih znamk posredovati Bureau Veritas-u na naslednja načina:

- po elektronski pošti na e-naslov, ki je posredovan stranki;
- na druge načine (npr. dopis s primeri proizvodov).



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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

Prijavni obrazec za samostojno potrjevanje blagovnih znamk

(na naslednjih straneh)

Prosim izpolnite izvirni obrazec v angleščini.



**FSC own approved Trademark Use Management
system application Form**

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

Organization

FSC requires that prior to each new use of the FSC trademarks, certificate holder ensure trademark use control:
 - By implementing its own approved Trademark Use Management system or
 - By receiving external approval from Bureau Veritas Certification.

I, the undersigned :

Legal representative of the Company :

FSC COC Certificate number :

Requests Bureau Veritas Certification France for the approval of my Own Trademark Use Management System.
 Our Company agrees with Bureau Veritas Certification rules regarding the Trademark Use Management System
 (Trademark Use Management System procedure) and will use FSC Trademark according to FSC-STD-50-001 last version
 of standard.

**Management representative for the Own approved trademark Use Management
System**

Name of the representative:

Scope of the system

- On-product labelling
 Promotional labelling

Staff in charge of internal trademark approval

First Name	Last Name	Function	Date of certificate regarding the successful completion of the FSC® Trademark Training

**Reference(s) of the procedure(s)
covering the trademark control sent**

List of consecutive and correct trademark approvals sent

Name of file / product	Type of FSC use (On-product / Promotional)	Date of Bureau Veritas certification approval

Date

Signature



FSC own approved Trademark Use Management system application Form
(referring to Bureau Veritas Certification Trademark Use Management System procedure)

Bureau Veritas Certification Approval

Regarding the elements communicated by the Organization, Bureau Veritas Certification:

Approves the Own Trademark Use Management System of the Certificate Holder for :

- On-product labelling
- Promotional labelling

Effective date:

Does not approve the Own Trademark Use Management System of the Certificate Holder

For Bureau Veritas Certification:

Date:

Signature :