FSC

Forest Stewardship Council®

User Guide for FSC FM Online Reporting Template

FSC **FORESTS FOR ALL FOREVER**

Guideline

Table of Contents

Preface

This guide has been developed to facilitate the use of the FM online reporting template (further referred to as "Template"). Instructions are grouped according to the sections of the Template. You should be able to use this manual as an accompanying tool to reference specific sections of the Template. The instructions include explanations on how to enter data to existing fields or provide clarifications on the expected scope of information.

FSC will welcome feedback on this guide at auditreport@fsc.org.

Important Considerations

- Make sure you have the latest version of the FM online word AddIn installed. For more information about the AddIn, please refer to the FSC_FM Online_AddInn_Installation_guide.
- Make sure you have at least a Memory RAM of 8.00 GB, and a 64-bit Windows operating system for smooth functionality.
- Do not have more than one Template open for the AddIn to work.
- Once the full online reporting functionality is used, initial entry will be effortful and will require approximately 7 hours, while subsequently allowing saving of time. Upon the first upload of the data to FSC Data Base (DB), You will not need to re-enter data at every surveillance evaluation, e.g., species, MU, or corrective actions data. You will be able to fetch the data from the DB to Templates for subsequent evaluation.
  - o The core data entered about e.g., species in the first report using the Template will be uploaded to and saved in the FSC DB, if all modules are implemented (Mandatory from 1 January 2022). For the next evaluation, the core data from previous reports can be fetched to the Template.
  - o The core data only changes if new additions or edits are made (e.g., new species added) or old records removed.
- If there is a correction needed to the previous finalized and submitted report, it can be made by using the "Submit errata" function of the AddIn.
  - o Please not that the function only works if a certification body has implemented FM online Module, which is only mandatory from January 2022 and will be available for testing in 2021.
  - o If the Template is used as a replacement for CB's own template before 1 January 2022, the Template can be manually corrected and re-uploaded into the FSC Salesforce throughout 2021.

Numbering System

- The numbering system used in this user guide is aligned with the numbering of specific sections of the Template to help you navigate and querying specific sections.

General Guidance

- You can share the Template with a Certificate Holder (HC) for initial entry of information. However, access to the FM online module shall not be shared.
- You can add your Certification Body (CB) logo by replacing the FSC logo above the title page of the Template ''Forest Management Certification Audit Report''. Once you right click on the FSC logo, a pop-up box appears with a message "Can be replace by CB logo". Hover through it and then right-click on the change picture icon. This will provide a drop-down list with several options to insert your logo.

- The Template does not support bullet editorial format.
- To add or delete sections that can be multiplied, highlight the top row of the section/cassette, and right click, then select the option you desire from the drop-down list. Alternatively, you can right click the bottom right row, a plus icon will pop-up, click on this icon to insert a new section.
- Data should be entered in only one language (avoid double language entries). The translation to the other required language will be provided automatically upon uploading the data to the system and creation of the public summary.
- The separators of the numeric values could be either full stop "." Or comma "," depending on the language of the Template. Comma "," for French, German, Portuguese, Russian, Ukrainian, Spanish, and full stop "." for English, Chinese and Japanese.
- The AddIn automatically converts the comma to full stop and vice versa based on the language of the Template. For example, even if you type full stop "." as the separator, it automatically converts into comma for Spanish Template.
- In the current version of the Template, there is no need for specifying whether the evaluation is desk, hybrid, or field evaluation. The data gathered in the evaluation shall be inserted as for field evaluation and the information about the evaluation being desk, hybrid or field can be entered in the field "Additional techniques employed for evaluation*" in the "Sampling and documents" in Section 4 "The evaluation process".

- If there is a mandatory numeric field required (e.g., "Area of forest owned/managed but excluded from Mus in the scope of certification"), yet there is no relevant value for the evaluation, value "0.0" shall be entered.
- If there is a mandatory text field required, yet there is no relevant information for the evaluation, the value "N/A" should be provided.
- If there is mandatory field with the checkbox which provides "yes" option (e.g., "Ecosystem Services (ES) in the scope"), but this option is not relevant for the evaluation, the checkbox shall be left empty.
- It is possible to add additional data than what is required by FSC, such as a list of sites visited during an audit. This is done by simply adding additional fields in the Template. However, this additional data will not be uploaded to and stored in the FSC DB. Only summary data included in regular Template fields will be consumed by FSC and included in the public summary.
- The Template does not require providing information as per clause 1.5 in FSC-STD-20-007, including interpretation INT-STD-20-007_61.
- The current version of the Template does not require information whether the audit was a desk, or hybrid of field audit

Acronyms

CAR	Corrective Actions Request
CB	Certification Bodies
CH	Certificate Holders
DB	Data Base
ES	Ecosystem Services
FM	Forest Management
INS	Interim National Standard
MU	Management Unit
NC	Nonconformity
NFSS	National Forest Stewardship Standard

Part 1: Title Page

a. Enter FSC Trademark License Code.

b. Include the start date of the evaluation.

c. The field includes the date of the first issue of the certificate. It will be fetched from the DB. If a CB changes this date by accident, the entry will not be uploaded.

d. Generally, a complete address should have the following attributes: street address, zip code, town or city name, metropolitan area, and country name. FSC is aware of minor variations in format among countries. Common controls for entering address data in the Template have been configured.

e. You can enter either a name of the official contact person for CB, or a name of department or a general account serving as a contact point to CB. FSC prefers avoiding personal information in contact details and using department or generic accounts instead.

Part 2: Description of Forest Management

Forest management enterprise (FME) information	
1.1 Type of FM certificate	Choose an item.
1.2 Total area under evaluation	Click or tap here to enter text. **ha**
1.3 Dual-certified area certified both as FSC and another scheme*	Click or tap here to enter text. **ha**
1.4 Forest zone	Choose an item.
1.5 Male forest workers	Click or tap here to enter text.
1.6 Female forest workers	Click or tap here to enter text.
1.7 Third parties related/impacted by forest management activities	☐ Local communities ☐ Traditional peoples ☐ Indigenous Peoples
1.8 Third party description (existence, interests or activities etc.)*	----
1.9 Area of forest owned/managed but excluded from MUs in the scope of certification	0.0 ha
1.10 Total growing stock of broadleaves #	Click or tap here to enter text. **m3**
1.11 Total growing stock of conifers #	Click or tap here to enter text. **m3**
1.12 Ecosystem services(ES) in the scope	☐Yes (annex B to be completed)

1.5 The number of male and female forest workers shall include contractors.

1.6 The number of male and female forest workers shall include contractors.

1.7 "Impacted" refers to parties that are affected by forest management activities in a way that their conditions/actions have been altered by forest management activities of the certified operation in comparison to the conditions/actions of these parties in the scenario where forest management activities would not be taking place.

1.9 This field shall be used to report on areas exercised from certification according to FSC-POL-20-003. Please note that the elaboration and justification of the excision and specific references to the Policy shall be provided in section 3 Summary of forest context (general and brief description) and 7- Observations (detailed references to Policy clauses as applicable).

1.12 If you check Ecosystem Services in your scope, you will have to fill in Annex A and B. By default, Annex B is hidden; however, as soon as you check Ecosystem services in your scope, Annex B will pop-up. The AddIn must be installed and activated for this to work.

i. **Main commercial timber species included in scope of certificate (botanical name and common trade name)**

| 1.14 Species | Choose an item. | | 1.15 Product code | ☐W1.1 Roundwood (logs) |
				☐W1.2 Fuel wood
				☐W1.3 Twigs
				☐W3.1 Wood chips
				☐N5.1 Natural bamboo
1.16 Trade name#	r text.		1.17 Current annual harvest	Click or tap here to enter text. m3
1.18 Remarks#	r text.		1.19 Sold with FSC claim since previous audit/year	Click or tap here to enter text. m3

1.14 Consideration of a species as a main commercial species is at the discretion of a CB.

> ➤ To enter the species, you can either chose it from a drop – down list available in the field or type directly. The drop-down list provides a list of most common species. Other species need to be typed in and if there is a mistake made, the name will be underlined in red. The misspelled species name can be corrected by right clicking and following a dictionary suggestion for the correct name.

> ➤ In case of hybrids, CB shall enter only one species.

> ➤ Always full name (genus and species) is required. In case of uncertainty, CB shall choose the most likely specie and justify the choice in the field "Remarks".

1.17 CB shall enter the volume of harvest relevant for the current calendar year, as per annual management plans. E.g., if the is conducted in June 2020, the total population volume of harvest for this species in 2020 should be entered. If there are no management plans available for the species, it questions this species to be a main commercial species. If CB wants to include it regardless (e.g., for the purpose of eventual future transactions verifications), the estimate of volume is acceptable.

1.19 The CB shall enter a value relevant for the previous calendar year. E.g., if evaluation has taken place in March 2020, the total volume of products sold with FSC claim in 2019 shall be entered. If the evaluation has been conducted in September 2020, the same 2019 volume shall be entered.
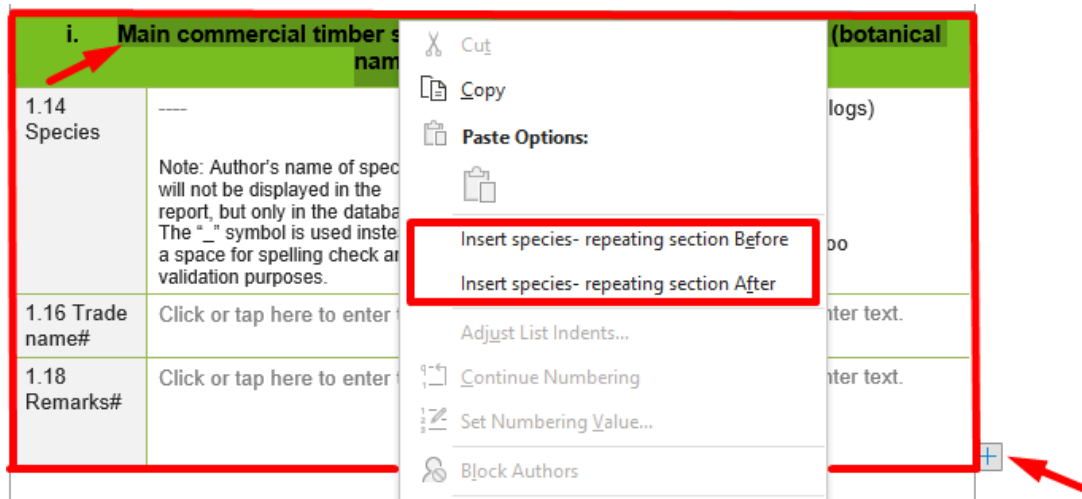
> ➢ To add a spare section, highlight the top row of the section and right click to select the option you desire from the drop-down list. Alternatively, you can right click the bottom right row, a plus icon will pop-up, click on this icon to insert a new section.

> ➢ FSC used different technologies to collect data from several data sources to build this list, for example, from ITTO – International Tropical Timber Organization or other plant related databases.

> ➢ The list of species available in the Template is integrated through a species dictionary embedded in the Template. It counts for approximately 3000 species.

> ➢ The Template provides a list of most common species to choose from. Other species need to be typed in and the embedded dictionary will indicate any errors from directly typing the name in. The misspelled species name can be corrected by right clicking and following a dictionary suggestion for the correct name.

> ➢ Hopefully, the scenario of a missing species is a theoretical one. FSC has made a lot of effort to provide an exhaustive list for FSC certified forests. In an unlikely case when a given species is not available, please contact FSC at **auditreport@fsc.org.**

> ➢ FSC also hopes that the provided list will be an improvement compared to the current situation with multiple different entries for the same species in our current database, as the list contains no duplication, as well no subspecies, no variation, no hybrid, and no clones.

> ➢ In an unlikely case, if you encounter a problem, please contact us at **auditreport@fsc.org.**

➢ If an evaluation report needs to include a hybrid species e.g., from a plantation, it is indicated by choosing one of the species of the hybrid and adding information about the hybrid in the "Remarks#" field.

➢ FSC is aware that some forest areas have multiple species in their inventory and that adding each species will require adding a new row and selecting the species from the prepared list.

➢ FSC is aware that some forest areas have multiple species in their inventory and that adding each species will require adding a new row and selecting the species from the prepared list. However, for the time being it is not possible to create separate spreadsheets for species entry to accompany the word Template. To ensure that the solution provided was simple as possible for everyone to use, FSC opted not to add complexity by adding multiple solutions.

➢ The species will need to be enter only once for a given certified operation and can then be fetched from the database unless composition of species or their classification as main commercial species changes over time.

Part 3: Summary of Forest Context and Management Plan

2.6 Brief description of any area of forest over which the certificate holder has some responsibility, whether as owner (including shared or partial ownership), manager, consultant or other responsibility) which the certificate holder has chosen to exclude from the scope of the certificate, together with an explanation of the reason.

Click or tap here to enter text.

2.6 This field shall be used for providing brief and general description and justification of excision according to FSC-POL-20-003. It is not intended to include information relevant to FSC-POL-01-004.

2.31 The documentation or marking system that allows products from the certified forest area to be reliably identified

☐0 documents with transportation   ☐1 tree mark   ☐2 bar code or quadratic code
☐3 other, please specify Click or tap here to enter text.

2.32 Elaboration of the chain of custody documentation or marking system

Click or tap here to enter text.

2.33 The final point or forest gate of the certified product

☐1 log yard   ☐2 road side   ☐0 other, please specify Click or tap here to enter text.

2.34 The main obstacles to meeting the requirements of FSC certification#

Click or tap here to enter text.

2.35 The main changes incurred after FSC certification#

Click or tap here to enter text.

2.36 Main strengths and weaknesses with respect to the overall conformity with the Forest Stewardship Standard used for the evaluation

Click or tap here to enter text.

2.31 Tree mark in this context is a mark done on the log or group of logs and not on a tree stamp. It can be punched on the forehead of the log, sprayed, painted, or a plastic indicator can be punched on the surface,

depending on the forest management practices in a given region or country.

2.34 This field should elaborate on the main obstacles to meeting FSC requirements from the point of view of the CH.

2.36 This field should elaborate on the main strengths and weakness from the point of view of the auditor.

i. MU/RMU					
2.37 MU/RMU name	Click or tap here to enter text.	2.38 Tenure-ownership	Choose an item.	2.39 Tenure-management	Choose an item.
2.40 Centroid Longitude*	----	2.41 Centroid Latitude*	Click or tap here to enter text.	2.42 SLIMF type	Non-SLIMF
2.43 Plantation area	0.0 ha	2.44 Replanted forest area	Click or tap here to enter text. **ha**	2.45 Natural regenerated forest area	0.0 ha
2.46 Conservation area	---- ha	2.47 Strictly protected area	0.0 ha	2.48 NTFP area	Click or tap here to enter text. **ha**
2.49 Total area of MU/RMU (automated)	0.0 ha	2.50 Annual allowable cut (AAC)	Click or tap here to enter text. **m3**	2.51 Area with ecosystem services claim#	Click or tap here to enter text. **ha**

➢ In this table(s) data for each separate MU shall be provided. However, for the certificates with large numbers of MUs exceeding 20 in the scope, FSC will accept the summary data for the sets of MUs and treating them as RMUs. In addition to providing MU/RMU data in the Template, the CBs can use a separate excel file MU RMU template.

2.44 "Replanted forest area" may capture the area regenerated primarily by replanting or by a combination of replanting and coppicing of the planted stems.

2.45 ''Natural regenerated forest area" may include area of production forest regenerated primarily by natural regeneration, or by a combination of natural and coppicing of the naturally regenerated stems.

2.49 "Total area of MU/RMU (automated)" will auto-sum the area components inserted in the table. This field is blocked for edition

HCV list			
2.52 Main HCV attribute	2.53 Secondary HCV attribute #	2.54 HCV area	2.55 HCV description
Choose an item.	----	---- ha	----

Note: The secondary HCV attribute should be completed only if two HCV attributes overlap in the same area, e.g. one piece of land is qualifies as both HCV 3 and 4. Please add rows for boundary separated HCV areas.

➢ The division to main and secondary HCV attributes applies solely for the purpose of avoiding double counted HCV areas. The divisions should be made if any of HCV attributes and its area included in the field "HCV area", while the second largest HCV type in terms of area should be reported as "secondary HVC attribute" without its area being reported.

Part 4: Standards

3. Standard(s)	
3.1 Standard(s) used for evaluation	FM standard type: Choose an item. Related standards: ☐ Trademark standard FSC-STD-50-001 ☐ Group standard FSC-STD-30-005 ☐ ES procedure FSC-PRO-30-006
3.2 Reference to FM standard used	Click or tap here to enter text.
3.3 http link to the standard used	Click or tap here to enter text.
3.4 If applicable, the adaptation process of CB interim standard*	

3.1 If more than one normative document from the list is used, multiple check boxes shall be applied.

3.2 In this field, the full title of the NFSS or INS shall be entered, including the document code, if applicable.

3.3 The specific link to the relevant NFSS in the [FSC Document Centre](#) OR the link to the CB standard used for the evaluation shall be included

Part 5: The Evaluation Process

4. The evaluation process

The evaluation dates

4.1 Audit start date	Click or tap to enter a date.
4.2 Audit finish date	Click or tap to enter a date.
4.3 Total person days	Click or tap here to enter text.

Note: The total person days spent on the evaluation including time spent on remote work and time spent carrying out on-site work (incl. review of documents and records, interviewing stakeholders), but excluding travel to and from the region in which the certified forest is located.

Personnel/audit team$

4.4 Name	4.5 Role	4.6 Person days	4.7 Expertise	4.8 Auditor UAN	4.9 Profile (brief introduction of the person)
Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

Sampling and documents

4.10 Sampling system employed for the audit	☐1 stratified sampling ☐2 cluster sampling ☐3 random sampling ☐4 systematic sampling
4.11 Rationale for selection of MU/ members	Click or tap here to enter text.
4.12 Documentation reviewed during this audit	☐1 copies of applicable laws ☐2 long term management plan(s) ☐3 technical management guides relating to operations

4.1 & 4.2 Only one period of consecutive dates can be entered. If it is necessary to report non-consecutive audit dates, you are advised to define the first date of the first audit period and the

last day of the last audit period, resulting in a very long audit duration. The actual audit dates can then be inserted into the "Audit Itinerary" section, to ensure better data quality.

4.5 The role "Team member" shall be used for technical expert and the expertise described in the field "profile". If a given team member represents more than one role, the main role shall be chosen in the field "Role", while the other roles shall be listed in the "profile" field.

4.8 This field refers to the Unique Auditor Identifier according to ASI auditor registry.

4.10 The different sampling approaches are explained in more details under the following links:

- stratified sampling
- cluster sampling
- random sampling
- systematic sampling

NB: Multiple methods can be checked-in

4.11 In the case of a single MU certificate, brief description of the rational for site selection shall be provided.

4.12 Specific options provided in this field should be checked if a given documentation was sought by the auditor, even if no records have been produced. E.g. if an auditor was inspecting complaints/disputes or Concession Agreements, but there was no complain or dispute present, nor agreements signed in the period since last evaluation, the boxes for these should be checked. The field should reflect the type of records that have been controlled that are relevant for a given CH and were in the focus of this particular evaluation – i.e. it is not the intention to check all the boxes for any potential records that might have existed.

4.15 Average wage for male workers including contractors $#	Click or tap here to enter text. USD
4.16 Average wage for female workers including contractors $#	Click or tap here to enter text. USD
4.17 Total local employment since previous audit (persons year) $#	Click or tap here to enter text.
4.18 Indirect surcharge for FSC certification since previous audit $#	Click or tap here to enter text. USD
4.19 Number of Stakeholders affected by operations since previous audit/year $#	Click or tap here to enter text.
4.20 List of compensation provided to local communities with regard to the impacts of management activities $#	Click or tap here to enter text.

4.15 & 4.16 These <u>voluntary</u> fields relate to the wage paid in the FME or group under evaluation. In the case of contractors being paid on accord (by the unit of delivered product/service), the wage should be estimated based on the average units being produced within the period in which wages are paid.

4.17 This <u>voluntary</u> field refers to the number of local community members hired through management activities since the last audit.

4.18 This <u>voluntary</u> field refers to the cost incurred by CH to meet FSC requirement.

4.19 This <u>voluntary</u> field refers to the number of stakeholders affected or concerned by management activities that have proactively engaged and consulted since the last audit.

4.20 This <u>voluntary</u> field refers to measures implemented to mitigate and compensate negative social, environmental and economic impacts of management activities on affected local communities. Examples include transport services, company stores open to workers and local people, hiring of laid off workers, hiring of smallholder farmers, increased use of local services and value adding, measures to increase local economic development via other actors, etc.

4.21 Document name and date reviewed during this audit (Free text) $

1.
2.
3.
4.
5.

Audit itinerary					
4.22 Audit date	4.23 Hours	4.24 MUs or members	4.25 Activities	4.26 Site detail	4.27 Site type
Click or tap to enter a date.	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	☐Seed orchards ☐Nursery ☐Protected area ☐Production forest area ☐Workers' amenities ☐Areas used by local communities and IP ☐Water courses ☐Forest roads ☐Chemical storage sites ☐HCVs ☐Monitoring sites ☐Office

4.21 References to the checklist is acceptable in this section instead of providing exhaustive list of documents.

4.24 In the case of a single MU certificates, the brief names of sites/MU's sub-divisions or other names that allow orientation in the sampled area to be identified should be entered.

Stakeholder consultation process	
4.28 First stakeholder consultation date for this audit	Click or tap to enter a date.
4.29 Means of engagement	☐ Face to face meetings ☐ Contacted by phone ☐ Email, or letter ☐ Notice published in the national and/or local press ☐ Notice published on relevant websites ☐ Local radio announcements ☐ Local customary notice boards ☐ Social media broadcast
4.30 Engaged stakeholder groups	☐ Economic interests ☐ Social interests ☐ Environmental interests ☐ FSC-accredited certification bodies active in the country ☐ National and state forest agencies ☐ Experts with expertise in controlled wood categories ☐ Research institutions and universities

➢ This table shall include information about stakeholder consultation conducted by certification body.

4.29 In the event of virtual meetings with video function, the option "Face to face meetings" should be checked. In case of virtual meetings without video, the option "Contacted by phone" should be checked. Please not that FSC will add option of virtual meetings in the Template in the future.

Complaint(s) received$						
4.37 Received date	4.38 First received by	4.39 Complainant	4.40 Complaint detail	4.41 Open/ Closed	4.42 Actions	4.43 Close date
Click or tap to enter a date.	Choose an item.	Click or tap here to enter text.		Choose an item.		Click or tap to enter a date.

> ➢ This section requires entering formal complaints. If no formal complaints were received, "N/A" for non-applicable shall be entered. The classification of a complaint being formal or not shall be made based on the CH's compliant procedure and / or CB expert judgement.

Part 6: Corrective Actions from Previous Audit

5. Corrective actions from previous audit

Non-conformity/gap raised from previous audit			
5.1 Finding No.	1.	5.2 Due date	Click or tap to enter a date.
5.3 Grading	Choose an item.	5.4 Open/closed	Choose an item.
5.5 Standard	Choose an item.	5.6 Clause	Click or tap here to enter text.

➢ Once the full FM online reporting functionality is used, this section will be pre-filled through data fetching and will not need re-entering at every surveillance audit.

5.2
- In the case of observations, no date should be entered.
- If the timelines for correcting a minor nonconformity are extended, the Due date field shall be corrected and information about the extension explicitly mentioned in the field "Description of audit finding".

5.3 If a minor non-conformity is upgraded to a major NC, the grading shall be changed as well as the due date, and the upgrade shall be explicitly mentioned in the field "Description of audit findings".

Part 7: Observations

6. Observations $

Clear and systematic presentation of the observations and considerations on which the certification decision is based at criterion **OR** indicator level, including findings of both conformities and nonconformities.

6.1 No.	6.2 Clause	6.3 Summary of findings
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

➢ Only the most relevant observation should be entered in this section, including remarks on the compliance with FSC-POL-20-003 with clear references to the policy in the field "clause".

➢ References to the checklist can be provided as well, instead of detailed records.

Part 8: Audit Findings

7. Audit findings

Nonconformities/Observations raised from this audit				
7.1 Finding No.	1.		7.2 Due date	Click or tap to enter a date.
7.3 Grading	Choose an item.		7.4 Open/closed	Choose an item.
7.5 Standard	Choose an item.		7.6 Clause	Click or tap here to enter text.
7.7 Requirement				
Click or tap here to enter text.				

- ➢ Only identified non-conformities, gaps in the case of pre-evaluation, or observations should be entered in this section.

- ➢ The non-conformities identified and closed during the same evaluation should be added to the report with the date of closure and due date being the same as the closure date.

7.2
- In case of observations, no date should be entered

- In case of minor CARs, the due date should be equal to the date of the identification of the minor plus max time allowed for correction.

7.6 The number of clause from the selected standard/normative document shall be entered.

7.7 The contents of the clause per above should be quoted in this field.

Part 9: Certification Decision

8. Certification decision

Peer review(s)$			
8.1 Review date	8.2 Peer reviewer	8.3 Peer reviewer expertise	8.4 Peer reviewer's comment
Click or tap to enter a date.			

Note: Peer review is only applicable for main evaluation.

➢ This section only applies for main evaluations. If no peer review is required for a given main evaluation, "N/A" for non-applicable shall be entered in the table fields.

    8.4 This field requires only a brief information. E.g. whether peer review revealed substantial number of comments or not, or whether major issues were identified etc.

Certification decision	
8.5 Difficulties identified during the evaluation	----
8.6 Conditions (corrections of minor non-conformities) or pre-conditions (corrections of major non-conformities) associated with the certification decision	----
8.7 Auditor recommendation for the certificate holder's management system and performance	----
8.8 Certification decision	Choose an item.
8.9 Decision detail	----
8.10 Decision date	----
8.11 Decision making entity	----

8.5 In this field, information as per requirement in FSC-STD-20-007a Box 1, 5.2 shall be provided.

8.6 In this field, information as per requirement in FSC-STD-20-007a Box 1, 5.3 shall be provided.

8.9 In this field, any additional relevant details shall be provided, according to the CB or the auditor. If no additional details are deemed necessary, "N/A" for non-applicable shall be entered.

8.11 The certification decision making entity as per requirements in FSC-STD-20-001, Clause 4.5.2 shall be specified in this field.

Part 10: Annex B

Information regarding financial sponsorship

The template below shall be filled in by the organization (FSC forest management certificate holder) that has found a sponsor from which it will get financial support. It contains general details about both the organization and the sponsor, as well as information about the management unit, the verified impact, and the date of the agreed sponsorship.

The information provided to FSC via this template will be used to generate a transparent database of sponsorships. This form may be submitted without the name of the sponsor if the sponsor prefers to remain anonymous.

Sponsor information	
10.9 Name of the sponsor$	Click or tap here to enter text.
10.10 Address$	----, ----, ----, ----, ----
10.11 Contact person$	----
10.12 Phone$	Click or tap here to enter text.
10.13 Email$	----

> ➢ If the sponsor prefers to remain anonymous, the "Anonymous" shall be entered in this field.

> ➢ For the "contact person" include the same guidance as on the title page regarding CB