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## SCS / FSC Chain-of-Custody Certification Report

Nature of inspection (first evaluation or monitoring/annual audit)	First Evaluation
If monitoring audit, year and number	
Date (day, month & year) report was last updated	

Contact information	
Name of certificate holder <sup>1</sup>	<b>Saint John's Abbey, Order of Saint Benedicts</b>
Primary contact	Thomas Kroll
Title	Land Manager and Arboretum Director
Address	Saint John's Abbey and University, New Science Building 108, Collegeville, MN 56321-3000
Country	USA
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e-mail	<a href="mailto:tkroll@csbsju.edu">tkroll@csbsju.edu</a>
Web site	<a href="http://www.csbsju.edu/arboretum/default.htm">http://www.csbsju.edu/arboretum/default.htm</a>
FSC certificate registration code	SCS-FM/COC-100
Date of issuance of the certificate (Month/Day/Year)	
Date site evaluation / annual surveillance audit conducted	June 12, 2007
Date report finalized	
Certified Product Category (Note: will be wording of scope on certificate)	

<sup>1</sup> In the case of group certification the certificate holder is the group manager.

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## 1.0 Description of certificate holder

### 1.1 Basic quantitative information about the certification

The following tables provides a summary of key data regarding the certificate holder

**Table 1.** General information about the certification

<b>Type of certificate (single site/ multi-site/ group):</b>	Single Site
<b>Total number of sites included in the scope of certificate:</b>	1
<b>Total number of sites audited (if more than one, please list sites with names and locations):</b>	1
<b>Size class in terms of annual sales (US dollars)</b> Class 1 < \$200,000 Class 2 \$200,001 – \$1,000,000 Class 3 \$1,000,001 – \$5,000,000 Class 4 \$5,000,001 – \$25,000,000 Class 5 \$25,000,001 – \$100,000,000 Class 6 > \$100,000,000	Class 1
<b>Contact information: see cover page</b>	

**Table 2.** Site-specific information *within the scope of certificate* – **Site #1 of 1** (information for additional sites, where applicable, provided in separate tables below)

<b>Site 1 name and location</b>	Saint John’s Abbey
<b>Contact information (if different from above)</b>	Same as above
<b>Site category</b> Forest manager                      Distributor Primary manufacturer              Agent/broker Secondary manufacturer            Retailer, etc.	Forest Manager
<b>Number of workers, including contractors</b>	4 (2 full time, 2 part time)

<b>Wood product categories purchased by site (up-to-date list)</b> [e.g. round wood, pulp wood, sawn timber, kiln-dried sawn timber, MDF, furniture, kitchenware, chips, resin, non-timber forest products, etc].	None
<b>Total approximate annual quantity of wood/fiber and/or reclaimed wood/fiber purchased by site (volume, dry weight, or number of pieces as appropriate) over the previous 12 months</b>	None
<b>The approximate quantity of FSC products purchased in previous year</b>	None
<b>The approximate quantity of FSC products sold in previous year</b>	145 cords and 31,000 board feet
<b>Previous certificates in the chain of custody, if known</b>	

## 1.2 Scope

### 1.2.1 FSC products covered by the certificate

<b>Copy of company's FSC product group list</b> , defined up to Sub-Class Level 1 of UN Central Product Classification	Round wood, pulpwood, sawn timber, kiln-dried sawn timber
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### 1.2.2 Brief description of the company's procedures

<p><b>Description of the company's processes</b></p> <p>Covering all the products on the company's FSC product group list from the point at which the company takes possession of certified and non-certified material, and covering the basic elements of processing, manufacture, labeling, storage and/or transport up to the point that the certified product leaves the company's control.</p>	<p>Saint John's Abbey owns the land and the wood. (The "Order of Saint Benedict" is the corporate name.) The "lands" unit of the Order of Saint Benedict supervised by Thomas Kroll is in charge of the forest management.</p> <p>The Abbey Lands unit provides lumber to the Abbey Woodshop Unit using an internal bookkeeping process. Market values of the product are charged and credited between accounts. The lands unit retains the ownership until the wood is sold to either the internal woodshop or to other external markets.</p> <p>Some of the products the lands unit harvests are sold externally as round wood. These include pulpwood, some low grade logs, high-value veneer, and firewood.</p> <p>The #1 and #2 logs, retained by SJA, are custom sawed at private sawmills with the Abbey retaining exclusive ownership throughout the processing. The Abbey has used Amish sawmills since 2002. The Abbey has an agreement with the sawyers to store the certified wood separately and to batch process it. The sawed lumber is graded by a qualified lumber grader and sorted by species, size, and grade. As it is being graded, each lumber pack (up to 500 bd ft of a single species, grade, and size) is given a unique code at the mill and the lumber is kept in that pack, stickered as that pack, and sold as a pack. An aluminum tag attached to each pack allows easy identification.</p> <p>Depending on the markets and demand at the Abbey woodshop, the better grades (1 common &amp; better) are all brought back to Saint John's to be air-dried and the lower grades are sold from the mill. Often, the Amish will buy the lower grades as they make pallets and flooring. When markets are poor, Saint John's has had to truck and store the lower grades as well for sale in future markets.</p> <p>For lumber going to the Abbey Woodshop, the lands unit retains exclusive ownership through the harvesting, log transporting, sawmilling, grading, lumber transporting, and stickered back at SJ. It is stored in a fenced locked area. Once per year, all the unsold packs are sold to the Abbey Woodshop.</p> <p>To assure that the Abbey can track its lumber and logs, all logs are hammer-branded with an "SJ" before going to a custom sawmill. Both ends of the logs are also painted with green end-coat paint. This not only prevents checking, it allows very easy visual verification of the log piles, the logs or lumber in transit, the lumber as it sits at the mill, and the lumber as it is being stickered.</p> <p>At this time the Abbey is the only customer of the Amish mills that end-coats with paint and the branding is extra insurance. The Abbey also uses load tickets to measure the volume of each load of wood that leaves the forest destined for a custom sawmill.</p>
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### 1.2.3 Brief description of the company's outsourced facilities and processes

<p><b>Name and contact details of contractors covered by scope of the certificate.</b> (Please indicate which outsourced contractors were audited in the course of this inspection.)</p>	<p>The Abbey contracts with local Amish mills for custom sawing services. The Abbey maintains ownerships of the logs and resulting lumber throughout processing and return to SJ. None of the sawmills were visited for this inspection.</p>
<p><b>Brief description of the outsource agreements</b></p> <ol style="list-style-type: none"> <li>1 Nature of outsourcing</li> <li>2 Existence of current agreement covering each contractor</li> <li>3 Confirmation that DCS covers outsourced procedures</li> <li>4 Confirm ownership of products is maintained by certificate holder</li> <li>5 Confirm responsibility for labeling and invoicing of certified products is maintained by certificate holder</li> </ol>	<p>The Amish are not willing to be part of a chain-of-custody and are not favorable towards contracts and paperwork that can present ethical and business issues. Saint John's Abbey has well-established oral agreements with the Amish mills for the sawmilling services. The agreement includes keeping SJ logs separated within the log yard and maintaining the identification of SJ logs. The separation is visibly apparent in the yard and in the lumber piles as observed by Saint John's staff. The SJ logs are also batch processed and the mill production records are provided with the invoice from the sawyer.</p> <p>Saint John's retains ownership throughout the custom sawing processing, load tickets are used to track volumes, and logs are marked for easy identification that is still apparent on the sawn and/or dried product. Working with the nearby Amish mills reduces transportation costs and supports the local community.</p> <p>During the field inspection the marking of the logs to be custom sawn was observed at the landing and in the stickered lumber that was returned from the sawyer. The green end paint and the hammer stamped SJ were both observed to be consistently used and effective in identifying the certified materials.</p>

### 1.2.4 Brief description of company's procedures to calculate percentage

If FSC- STD-40-004 is applicable:

<p><b>Description of Threshold or Volume Credit System to calculate percentage content demonstrating technical compliance with FSC-STD-40-004.</b> Note: Please include any relevant attachments in Annexes 4 and/or 5.</p>	<p>Not applicable</p>
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If FSC-POL-40-001 is applicable:

<p><b>Description of percentage-based system demonstrating technical compliance with Section 1.1, 1.2, 1.3 and/or 1.4 (if applicable) of FSC-POL-40-001.</b> Note: Please include any relevant attachments in Annexes 4 and/or 5.</p>	<p>Not applicable</p>
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### 1.2.4 Categories of on-product labeling

<b>Description of company's categories of on-product labels (FSC Pure Label, FSC Mixed Label and FSC Recycled Label) and compliance with FSC-STD-40-201.</b>	<p>There is no on-product labeling currently being done. The FSC logo and certificate number are included on all St. John's Abbey invoices.</p>
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## 2.0 Standard

<b>Reference to standards (including pilot tests of draft standards) used, including version number and date of finalization</b> <ul style="list-style-type: none"> <li>• Acd. Mn. 3.6 CoC STD (Accreditation Manual part 3.6 Chain of Custody Certification Standard)</li> <li>• FSC-POL-40-001 (FSC Policy on percentage-based claims); Version: n/a; May 15, 2000</li> <li>• FSC-STD-40-004 (COC Standard); Version: ;</li> <li>• FSC-STD-40-005 (Controlled wood); Version: ;</li> <li>• FSC-STD-40-201 (Label requirements); Version: ;</li> <li>• FSC-POL-40-002 (Group certification); Version: ;</li> <li>• FSC-POL-40-003 (Multi-site certification); Version: ;</li> </ul>	<p>FSC-STD-40-004 Version 1.0</p>
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## 3.0 Chain of custody control system

<p><b>Brief, clear description of system by which company maintains control over the chain of custody for all products included on the company's FSC product group list, covering:</b></p>	
<b>3.1 Quality system requirements</b> <ol style="list-style-type: none"> <li>1 Responsibilities</li> <li>2 Scope of chain of custody system</li> <li>3 Documented procedures</li> <li>4 Records and reports</li> <li>5 Training</li> </ol>	<p>The chain-of-custody system for Saint John's Abbey addresses manufacturing, shipping, invoicing, and accounting procedures. The Abbey does not purchase or receive materials from any other suppliers. The Forest Manager and Forest Technician are responsible for the chain-of-custody process. Procedures include end painting and hammer stamping logs to be custom sawn offsite, including the certification information on all invoicing documents, using load tickets to track volumes, receiving production records from the sawyer, labeling lumber packs with production details, and retaining accounting records.</p>

<p><b>3.2 Wood/fibre sourcing</b></p> <ul style="list-style-type: none"> <li>6 Input specifications</li> <li>7 Companies generating reclaimed material on site</li> <li>8 Companies collecting or trading in post-consumer reclaimed material</li> <li>9 Receipt and storage of material</li> </ul>	<p>Not Applicable. St. John's Abbey only handles wood from its own certified lands. St. John's Abbey does not purchase wood from other sources. St. John's Abbey does not collect recycled material.</p>
<p><b>3.3 Production control and records</b></p> <ul style="list-style-type: none"> <li>10 Information collection and records</li> </ul>	<p>Saint John's Abbey maintains records of harvests, manufacturing outputs, and sales. The records allow the tracking of certified outputs back to certified inputs. Load tickets and sawyer records allow the tracking of yields (conversion rates). Records are maintained for a minimum of 5 years.</p>
<p><b>3.4 Labeling control</b></p> <ul style="list-style-type: none"> <li>11 Eligibility for on-product use of the FSC trademarks</li> <li>12 Requirements for FSC-labelling</li> <li>13 Maintaining the rolling average of FSC material for the product group</li> <li>14 FSC-credit accounts</li> <li>15 Approval of on-product labels</li> </ul>	<p>St. John's Abbey does not currently use an on-product label.</p>
<p><b>3.5 Invoicing and shipping</b></p> <ul style="list-style-type: none"> <li>16 Sales invoices</li> <li>17 Shipping documentation</li> <li>18 Sales records</li> </ul>	<p>The FSC logo and certificate number are included on all invoices for wood sold internally (on-campus) or externally.</p>

**3.6 Certification against STD-40-005 (if applicable)**

Note: 3.6.1 and 3.6.2 need to be completed in case company need to apply STD-40-005.

<b>3.6.1 Quality system requirements</b> 1 Scope of standard 2 Documented procedures 3 Training accounts	Not Applicable.
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<b>3.6.1 Company requirements</b> 4 Controlled wood categories 5 Company policy 6 Origin of wood inputs 7 Incoming shipments 8 Risk assessment 9 Evaluating source 10 Record keeping 11 Excluding uncontrolled wood	Not Applicable.
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## 4.0 Evaluation process

<b>4.1 Evaluation date(s) / duration</b>	June 12, 2007
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<b>4.2 Evaluation site(s)</b>	Saint John's Abbey
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<b>4.3 Auditor name(s) and qualification(s)</b>	Dennis Becker, Kathryn Fernholz
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<b>4.4 Description of the evaluation</b> Including pre-evaluation if applicable	Site visit, interview with staff, review of paperwork and review of wood storage site and marking of logs.
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<b>4.5 Description of any action taken</b> after the main evaluation to evaluate corrective action taken by the company prior to the issue of the certificate (only applicable for first time evaluation)	
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<b>4.6 Names and affiliations of people consulted</b>	Thomas Kroll, Saint John's Abbey
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4.7 Dates of all previous inspections				
No.	Schedule of Inspections*	Type of inspection <i>(full, expansion, desk audit, unannounced, etc.)</i>	Date	Auditor
1	Evaluation	FM/COC	2002	SmartWood
2	1 <sup>st</sup> Annual	FM/COC	2003	SmartWood
3	2 <sup>nd</sup> Annual	FM/COC	2004	SmartWood
4	3 <sup>rd</sup> Annual	FM/COC	2005	SmartWood
5	4 <sup>th</sup> Annual	FM/COC	2006	SmartWood
6	5-year re-evaluation*			

\*Please note: 5-year re-evaluation audit must occur prior to expiration of current certificate in order to renew certification for additional 5 years.

## 5.0 Observations

<b>5.1 Assessment of risks</b> Evaluation and description of the critical points of risk that uncontrolled timber may enter the certified chain of custody	Uncontrolled timber could enter the certified chain of custody when the logs leave the site for custom sawing. However, Saint John's Abbey has implemented multiple controls to eliminate this risk. These controls include the use of load tickets, painted and hammer stamped logs, separate storage and batch processing, and inclusion of certification information on all invoices and records.
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## 5.2 Observations regarding compliance with the standard

i.e., systematic presentation of observations demonstrating compliance or non compliance with each element of the chain of custody standard used for the evaluation / annual surveillance audit.

Note: Please use [Annex 5](#) to include all applicable checklists. For Group and Multi-site certificates, observations in the form of the applicable checklist(s) shall be presented separately for each site evaluated.

Observations confirmed the consistent use of the chain-of-custody procedures described above, including log marking, appropriate invoicing and record keeping, secure storage, and identification of certified materials throughout the manufacturing, shipping, invoicing, and accounting procedures. An issue of non-conformance exists regarding the documentation of this process. Currently Saint John's Abbey has a consistent high-quality process that was observed to be correctly and effectively implemented. However this process is not currently documented as a formal written procedure with guidance on personnel responsibilities, template forms for record keeping, and written policies and procedures for completing the process.

See [Annex 5](#).

**5.3 Non-compliances  
(clear statement whether any non-compliances are considered 'minor' or 'major' non-compliances) including deadlines for fulfillment**

**Major Corrective Action Requests:**

Major CAR's are issued in response to non-compliances which either alone or in combination with non-compliances of other indicators, result (or are likely to result) in a fundamental failure to achieve the objectives of the relevant FSC Criterion.

Such fundamental failures are indicated by non-conformance(s) which:

- continue over a long period of time, *or*
- are repeated or systematic<sup>[1]</sup>, *or*
- affect a wide area, *or*
- are not corrected or adequately responded to once they have been identified *or*
- fail a "major failure" or "fatal flaw" indicator/criterion

**Minor Corrective Action Requests:**

Minor Corrective Action Requests are stipulated in response to any minor non-conformance observed by the audit(or) (team).

A non-conformance may be considered minor if:

- it is a temporary lapse, *or*
- it is unusual / non-systematic, *or*
- the impacts of the non-compliance are limited in their temporal and spatial scale, *and*
- prompt corrective action has been taken to ensure that it will not be repeated, *and*

it does not result in a fundamental failure to achieve the objective of the relevant FSC Criterion.

The lack of a documented controlled system is a Minor Corrective Action Request because the impact is limited, the Forest Manager has indicated an ability to take immediate action, and it does not result in a fundamental failure.

<p><b>5.3.1 Evaluation of corrective actions</b></p> <p>I) Systematic and complete evaluation of the company's compliance with all corrective actions (conditions) remaining to be complied with since the <b>previous</b> evaluation.</p> <p><b>And</b></p> <p>II) Clear specification of corrective actions <b>remaining</b> to be closed out from previous evaluations.</p>	<p>Based on previous evaluations, the Abbey has completed actions to include certification information on all invoices and to implement a load ticket system. Observations confirmed that these actions are fully implemented.</p>
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Note: In the case of multi-site and group evaluations, Corrective Action Requests shall be presented and evaluated separately for each site audited.

## 6.0 Certification decision

<p><b>6.1 Statement as to whether the company complies with the requirements of the standard(s).</b></p>	<p>The company complies with the requirements of the standard.</p>
<p><b>6.2 Specification of any conditions (corrections of minor non-compliances) or pre-conditions (corrections of major non-compliances) or corrective actions associated with the certification decision or maintenance of certificate including deadlines for fulfillment</b></p>	<p>Minor CAR: Within six-months Saint John's Abbey shall establish a written description of the chain-of-custody control system that documents the process and procedures for identifying certified wood during manufacturing and shipping and in invoicing and accounting procedures and records. The documentation should specify the personnel responsible for the procedures and provide examples of any associated forms, records or documents and instructions for how they are to be completed.</p>

## 7.0 Acknowledgement and agreement

I, Kathryn Fernholz, representing Scientific Certification Systems, have executed the above evaluation and believe it to be accurate.

\_\_\_\_\_

signature

\_\_\_\_\_

date

I, Thomas Kroll, of Saint John's Abbey, have read the preceding report and find it to be accurate. I also agree to fulfill the conditions for certification according to issued decision and to requirements as stated in Annex 1.

\_\_\_\_\_

signature

\_\_\_\_\_

date

## Annex 1

### **Additional general requirements**

The following sections are intended to provide detailed but generic guidance to all companies seeking COC certification.

**I) The company was advised and understands that Scientific Certification Systems must be immediately notified about any requested information plus changes in management circumstances and/or resource conditions that could materially impact the continued validity of the certification such as:**

- Fulfillment of Corrective Action Requests (CARs) / Conditions
- Change in company name
- Change in ownership and or management
- Change in contact name(s) and address(es)
- Change in list of product categories included in the scope *and* available for sale as FSC-certified products
- Adding of new facility(ies) or termination of facility(ies) covered by the certificate
- Circumstances and/or resource conditions that could materially impact the continued validity of the certification
- Commencement of new production line(s)
- Changes such as intended modification to the product, manufacturing process or, if relevant, its quality system, which affects the conformity of the product.
- Commencement of new wood species
- Interruption of production for longer period
- New production of %-based product or change of system (Threshold or Credit System)
- New supplier name with certificate number
- FSC/SCS logo and/or claims approval request
- Incident report of incorrect claim or deviation from FSC regulations
- FSC logo misuse by suppliers
- Date of production start of certified products if initial audit was conducted during absence of certified material

- Outsourcing
- Significant change in documented control procedures
- Termination
- Any other cases that the product may no longer comply with the requirements of the certification system.

**II.a) The company is requested to adhere to the following "general guidelines":**

- Invoices of certified wood **sold** to customers must include the suppliers' correct certificate registration code. Only one certificate code shall be stated on the invoice.
- Invoices **received** from suppliers of certified material must be checked by the company to ensure that suppliers have used their correct certificate code. The supplier should be encouraged by the company to check the accuracy of registration code claims stated on their supply invoices.
- The design and use of on- or off-product labels must be coordinated and approved with SCS prior to use.
- Mill managers, supervisors and employees working with certified materials, must be trained regarding the handling of certified products.

**II.b) The following guidelines must be followed only in individual circumstances:**

- Products must be individually labeled if the product is sold to a retailer. Retailers sell to end-consumers and end-consumers may not see the difference between cert. and non-certified products if not labeled. [Trademark Policy Manual 3.1.2: "The FSC Trademarks may be used by Non-Certificate holders, such as retailers, and others, to promote the sale of products that have already been labeled with the FSC Logo and are covered by a Chain-of-Custody invoice from the Certificate Holder (Vendor)."]
- If no purchasing, storing and production of FSC-certified material will take place before issuance of the certificate, the company must notify Scientific Certification Systems with start of any purchasing, storing, and production processes. Scientific Certification Systems reserves the right to consider an additional monitoring audit at the time of commencing the FSC production process to confirm adherence to FSC protocol. Before the materials used in the process are FSC certified, the company is only permitted to make claims directly with the possible suppliers of FSC certified products in order to establish commercial links. The company can also communicate to their commercial clients in a business to business communication to show their progress and commitment for FSC certification. Those claims must not be exaggerated. In all cases; information shall not imply by fact or omission that products are already FSC certified before materials used in the process are FSC certified. These permitted claims must be checked by SCS to ensure that the claims are not exaggerated, confusing or misleading. The use of the FSC Logo is NOT allowed to accompany any of these claims before the materials used in the process are FSC certified.

**III) The following information provides the company with general information in terms of conditions and procedures for granting, maintaining, extending, suspending and withdrawing certification:**

- 1) The period of validity of an FSC certificate shall not exceed five years. The certificate may be re-issued for further five year periods as the result of re-evaluation.

- 2) SCS will only issue (or re-issue) a certificate when the company has:
- a) complied with the requirements of all applicable standards;
  - b) signed a contract agreeing to:
    - i. comply with any conditions set by SCS for the issue of a certificate;
    - ii. inform SCS of changes in management circumstances and/or resource conditions that could materially impact the continued validity of the certification;
    - iii. undergo surveillance as determined by SCS (unless the company requests termination before date of annual audit);
    - iv. comply with the conditions specified by FSC for the use of FSC Trademarks, sale or promotion of products using the FSC Trademarks and for making any claims relating to FSC or to compliance with FSC standards.
- 3) The conditions necessary for the company to maintain a certificate shall include that the company:
- a) complies and continues to comply with all SCS' conditions for granting of the certificate, including but not limited to the full implementation of any actions required to correct minor non-compliances identified prior to the issue of the certificate;
  - b) complies with all SCS' and FSC' requirements regarding claims, logos, certification marks or trademarks;
  - c) corrects any major non-compliances with the applicable standard(s) within the maximum period specified by SCS;
  - d) continues to pay all specified evaluation fees and costs;
  - e) undergoes surveillance as determined by SCS.
  - f) provides SCS with the right to carry out unannounced surveillance visits.
- 4) The conditions necessary for SCS to change the scope of a certificate will include the following requirements:
- a) the change of scope will not include or result in an extension of the certificate's expiry date beyond the time period for which it was originally issued;
  - b) SCS reserves the right to inspect the site of the certified operations before deciding whether or not to grant a change to the scope of the certificate;
  - c) if SCS considers that a change in scope is significant in terms of area, management or operational implications then SCS will inspect the site before the change of scope is granted;
  - d) if SCS grants a change of scope SCS will review the wording of the certificate previously issued and if necessary will require that the old certificate shall be returned to SCS, and a new certificate be issued with revised wording reflecting the change of scope.

**IV) In general, the company shall always:**

- comply with the relevant provisions of the certification program.
- make claims regarding certification only in respect of the scope for which certification has been granted.
- do not use its product certification in such a manner as to bring the certification body into disrepute and does not make any statement regarding its product certification which SCS may consider misleading or unauthorized.
- upon suspension or cancellation of certification, discontinue its use of all advertising matter that contains any reference thereto and returns any certification documents as required by SCS.
- use certification only to indicate that products are certified as being in conformity with specified standards.

- 
- endeavor to ensure that no certificate or report nor any part thereof is used in a misleading manner.
  - in making reference to its product certification in communication media such as documents, brochures or advertising comply with the requirements of SCS.
  - comply with the requirements of a new FSC accredited standard in accordance with the 'standards effective date' specified for the new standard in case the company was certified prior to the date of accreditation of an applicable FSC standard (any non-compliances that are identified after the new standards effective date need to be corrected).
  - make no claim of conformity (or near conformity) with FSC requirements in the area included in the scope of the evaluation until and unless a certificate is awarded.
  - keep a record of all complaints made known to the company relating to a product's compliance with requirements of the relevant standard and to make these records available to SCS when requested.
    - take appropriate action with respect to such complaints and any deficiencies found in products or services that affect compliance with the requirements for certification and document the actions taken.

## Annex 2

### Conversion Metric System

1 inch = 25.4 millimeters

1 pound = 453.592 37 grams

Multiply inches by 2.54 to get centimeters

Multiply feet by 0.305 to get meters

Multiply miles by 1.6 to get kilometers

Divide pounds by 2.2 to get kilograms

Multiply ounces by 28 to get grams

Multiply fluid ounces by 30 to get milliliters

Multiply gallons by 3.8 to get liters

### Annex 3

**Note for auditors:** annexes shall include any additional information which supports or confirms the findings or recommendations of the auditor (e.g. photos, copies of invoices, bills of lading, etc).

## Annex 4

Please include one or more of the following checklists here:

Old standards:

SITEChecklistCOCF For Auditor

New standards:

1 Checklist40 004 Standard 022505 Auditor

2 Checklist40 201 2 Standard 022505 Auditor

3 Checklist40 005 Standard 022505 Auditor

4 Checklist30 010 Standard 122804

Multi site audit:

MuSiChecklist 120804

Group certification:

GROUPChecklistSCS 120804