

# **Tamil Nadu Newsprint & Papers Limited**

**TNPL FSC FM COC MANUAL**

<b>TNPL FSC FM COC Manual</b>	<b>REFERENCE NO</b>	<b>TNPL/FSC/FM/COC</b>	
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QUALITY MANAGEMENT	ISSUE No & Date	4	20/05/2023

## 1. Quality Management

### 1.1 FME shall define the personnel/position(s) responsible for implementing the CoC control system.

Chief General Manager (Plantation, R&D) and SO shall be overall responsible for implementing Forest Management CoC control system at all Captive/Farm Forestry Plantation Sites of Tamil Nadu Newsprint and Papers Limited (TNPL) as per NEPCo Chain of Custody Standard for Forest Management Enterprises (FMEs). The details of responsibilities of other executives involved are as follows.

S.No	Name	Designation	Responsibility in implementing FM CoC control system
1	Dr.R.Seenivasan	CGM (Plantation, R&D) and SO	Over all Responsible for FM COC control system
2	Mrs.R.S.Tamilarasi	AGM (Lab)	Responsible for FSC / NEPCo Trademark usage
3	Mr.K.Jayakumar	D G M (Forestry)	Responsible for segregation and identification of FSC 100% materials upto Forest Gate
4	Mr.G.Ravi	AGM (Plantation)	Responsible for segregation and identification of FSC 100% materials upto Mill Gate
5	Mr.Dhayalan	AM (Forestry)	Responsible for segregation and identification of FSC 100% materials upto Mill Gate
6	Mr.Sathiyamorrthy	DM (Plantation)	Responsible for West Zone / Region
7	Mr.Nandhakumar	AFO (Plantation)	
8	Mr.Suresh	JO (Plantation)	
9	Mr.Maruthupandi	JO (Plantation)	
10	Mr.Ramesh	DM (Plantation)	Responsible for East Zone / Region
11	Mr.Karthickmani	AFO (Plantation)	
12	Mr.Buvanendiran	JO (Plantation)	
13	Mr.Natarajan	AM(Forestry)	
14	Mr.Suresh Kumar	DM (Plantation)	Responsible for South Zone / Region
15	Mr.Sudhakar	FO (Forestry)	
16	Mr.Naresh	AFO (Plantation)	
17	Mr.Midhunraj	JO (Plantation)	
18	Mr.Ramesh	DM (Plantation)	Responsible for North Zone / Region
19	Mr.Prabhakaran	AFO (Plantation)	
20	Mr.Rajasekar	AFO (Plantation)	
21	Mr.J.Santhakumar	AGM (Pulp)	Responsible for segregation and identification of FSC 100% materials during Wood receipt and storage at Wood yard

**1.2 All relevant staff shall demonstrate awareness of the FME's procedures and competence in implementing the FME's CoC control system.**

All employees/staff involved in implementing FME's CoC control system shall demonstrate awareness of FME's procedures and competence by following ways:

- Periodic training to employees/staff/farmers/workers on TNPL Plantation Management Plan and TNPL FM COC Manual
- Distribution of this controlled copies of above manuals as per following list.

SL.NO	ISSUED TO	LOCATION
1	CGM (Plantation, R&D) and SO	Factory Office
2	D G M (Forestry)	Factory Office
3	A G M (Plantation)	Factory Office
4	DM/AM/FO/AFO/JO (Plantation/Forestry)	All Zonal/Regional Offices
5	Accessible to all others in TNPL	FSC can be accessed thro" "http://dms.tnpl.com:8080/share/page/"

**1.3 FME procedures/work instructions shall provide effective control of FSC certified forest products from standing timber until ownership is transferred at the forest gate. Note: For large scale operations and Group Managers, CoC procedures covering all relevant CoC criteria shall be documented. Including:**

**1.3.1 Procedures for physical segregation and identification of FSC certified from non-FSC certified material.**

TNPL shall purchase FSC 100% material from FSC FM certified captive plantations (under gross revenue share /lease model/own land) and Farm Forestry Plantations called Forest Management Unit (FMU) alone. TNPL shall not buy material other than FSC 100% from the FSC FM certified Captive/Farm Forestry plantation FMUs.

The following procedure of TNPL ensures the physical segregation and identification of FSC certified from non-FSC certified material.

- The production & harvesting of FSC certified material is as per TNPL Plantation Management Plan.
- Field Officers assess the plantation and request DGM (Forestry) to take action for harvesting.
- Field Officers evaluate and identify the pulp wood into two categories as per below description.

S.No	Description of Evaluation	Material Category	Action Taken
1	If pulp wood is grown in evaluated areas of FSC certified Captive/Farm Forestry plantation FMUs as per TNPL Plantation Management Plan in compliance with FSC Standards	FSC 100%	Putting a seal "FSC 100%" on application for harvest
2	In other cases	Uncontrolled wood	No seal would be affixed on any documents

- On the basis of "Application for Pulpwood Harvest", the Purchase Order shall be issued either on the land holder (gross revenue share model) or TNPL (lease model/ own land) in case of Captive Plantation and on land holder in case of Farm Forestry and Contractors (for felling and transportation). In Purchase Order, a unique item Code shall be used to identify and segregate the materials based on material category such as FSC 100%.
- Harvesting of every FMU shall be done through contractor fixed by TNPL for Captive Plantation and by the Farmer themselves/contractors incase of Farm Forestry Plantations. The harvesting of FMU is supervised by Field Assistant as per the directions of Field Officer of respective region.
- Loading & Transportation of material at FMU shall be done by contractor/farmer as per the purchase order under the supervision of Field Officer / Field Assistant. FO / Field Assistant of TNPL shall issue Consignment Note for the transportation of pulp wood. The details present in the above documents are as follows
  - Name & address of supplier
  - Purchase order number
  - Truck registration number
  - Pulpwood species name
  - FSC 100% Seal
- The material category can be identified on the above documents. Using this, the materials can be identified and segregated as FSC 100% or Uncontrolled Wood.

S.No	Material Category	Action Taken
1	FSC 100%	Putting Seal of "FSC 100%" on Consignment note while transporting the certified wood from FMU to the Forest Gate
2	Uncontrolled Wood	No seal would be put on Consignment note

**Procedures to ensure transaction verification of FSC 100% pulpwood material:**

- All the harvested FSC 100% pulpwood material shall be transported by TNPL/Farmers with valid Consignment Note document. TNPL officials shall issue the Consignment note, which is having the source of pulpwood, PO numbers, name of species and truck details. The FSC 100% seal will also affixed in the consignment note by Field officials. TNPL Field officials shall verify the sources of the material, FSC 100% seal in the Consignment note document. Through this verification by field officials the sources and origin of the FSC 100% pulpwood material shall be verified and confirmed. The field weighment shall also taken to confirm the FSC 100% pulpwood quantity transported from Captive Plantations/Farm Forestry Plantations to TNPL and it shall be verified by TNPL Field officials. Each truck shall carry these documents i.e., Consignment Note and Field Weighbridge weighslip during transport of FSC 100% pulpwood from Captive Plantations/Farm Forestry Plantations to TNPL.
- At TNPL gate the truck number and PO details in the Consignment Note shall be verified and same will be entered in ERP system at gate entry before allowing the truck inside the factory. Without Consignment Note and Field weighbridge weighslip no trucks will be allowed inside the factory.
- At TNPL weighbridge, the source, truck number, Field weight shall be verified then the Gross weight of the truck will be weighed. In the PO, the source and species of the material i.e., FSC 100% debarked EH/Cas/Other species pulpwood shall be verified by weighbridge officials and entered in the ERP system before weighing the Gross weight. Then the truck will be allowed for unloading the FSC 100% pulpwood and stored separately in the yard and utilized for FSC paper production.
- Thus, the history of FSC 100% pulpwood transported through each truck i.e, from Captive plantations/Farm Forestry Plantations to mill wood yard and mill woodyard to till utilization shall be verified and maintained in a systematic way. Through this well systemized control system there will not be any risk of mixing FSC 100% pulpwood material with non-eligible inputs in its supply chain during transport, processing or storage and ensures transaction verification of FSC 100% pulpwood material to TNPL
- The further processing is carried out as per FSC COC Manual
- TNPL considers the weight recorded at TNPL Weigh Bridge for payment to land holder under gross revenue share model incase of Captive Plantations and to the land holders of Farm Forestry.
- After completion of pulpwood harvesting in the FMU, a recommendation shall be forwarded to accounts department to make payment to FMU incase of revenue sharing basis.

In general, TNPL is using Eucalyptus/Casuarina pulpwood species which are naturalised in India. Incase of introduction of any new species/clones in TNPL plantation programme, it will be introduced only after the TNPL Research wing recommendation that will conduct the testing of Genetic, Silvicultural characteristics and fibre analysis before releasing the new

species/clones to include in TNPL Plantation programme. Further, TNPL will support the Fibre testing if needed by surrendering samples and specimens of materials and information about species composition for verification, as requested by the certification body.

### **1.3.2 Procedures to ensure that non-FSC certified material is not represented as FSC certified on sales and shipping documentation.**

FME does not sell or ship the FSC certified material as pulp wood (Product type - Level1: W1, as per FSC-STD-40-004a - FSC standard addendum for FSC Product Classification) to other organization. Even then, the following procedure ensures non-FSC certified material is not represented as FSC certified (as pulp wood) on purchase and transport documents.

- Seal / Printed matter as “FSC 100%” will be put on purchase and transport documents of FSC 100% as per the procedure 1.3.1. It includes Application for pulpwood harvest, Purchase Order, Consignment Note documents.
- The above seal / printed matter will not be present in the purchase and transport documents of “Uncontrolled wood” materials.

The sale and delivery of FSC certified material as paper (Product type - Level1: P2, as per FSC-STD-40-004a - FSC standard addendum for FSC Product Classification) is carried out as per FSC CoC Manual.

### **1.3.3 Procedures to include FME FSC certificate registration code and FSC claim (FSC 100%) on all sales and shipping documentation for sales of FSC certified products.**

FME does not sell or ship the FSC certified material as pulpwood to other organization. However, for FSC certified material as pulp wood, the purchase and transport documents would contain a seal or printed matter as “FSC 100%”.

The sale and delivery of FSC certified material as paper is carried out as per FSC CoC Manual.

### **1.3.4 Record keeping procedures to ensure that all applicable records related to the production and sales of FSC certified products (e.g. harvest summaries, sales summaries, invoices, bills of lading) are maintained for a minimum of 5 years.**

FME ensures that the following records related to production, harvesting and transportation of pulpwood shall be maintained for a minimum period of 5 years.

- Memorandum of Understanding (MOU) – Gross revenue share / lease models for Captive
- Farmers applications for Farm Forestry Plantations
- Purchase Orders issued for establishment and maintenance of FMU
- Purchase Orders issued for felling and transportation of Pulp wood from FMUs
- Consignment Note
- Weighment Slips
- Payment recommendation incase of revenue sharing models

### **1.3.5 Procedures to ensure compliance with all applicable FSC/NEPCo trademark use requirements.**

FME ensures compliance with all applicable FSC/NEPCo trademark use requirements. FME would get appropriate approval from FSC / NEPCo for use of trademarks.

The general labelling requirements and eligibility for labelling are carried out as per FSC COC Manual.

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CERTIFIED MATERIAL HANDLING AND SEGREGATION	ISSUE No & Date	4	20/05/2023

**2. Certified Material Handling and Segregation**

**2.1 FME shall have a CoC control system in place to prevent the mixing of non-FSC certified materials with FSC certified forest products from the evaluated forest area, including:**

**2.1.1 Physical segregation and identification of FSC certified from non-FSC certified material.**

**2.1.2 2.1.2 A system to ensure that non-FSC certified material is not represented as FSC certified on sales and shipping documentation.**

**2.2 FME shall identify the sales system(s) or "Forest Gate", for each FSC certified product covered by the Chain of Custody system: i.e. standing stock; sale from log yard in the forest; sale at the buyer's gate; sale from a log concentration yard, etc.**

**2.3 FME shall have a system that ensures that FME products are reliably identified as FSC certified (e.g. through documentation or marking system) at the forest gate.**

**2.4 FME shall ensure that certified material is not mixed with non-FSC certified material at any stage, up to and including the sale of the material.**

As explained in 1.3.1, FME prevents the mixing of non-FSC certified materials with FSC certified forest products from the evaluated Captive/Farm Forestry plantation area.

The following two criteria are mainly used for physical segregation and identification of FSC certified from non-FSC certified material.

- A unique Item Code will be used to identify the material based on material category such as FSC 100% or Uncontrolled Wood. The Item code is mentioned in Purchase Order and Wood Receipt acknowledgment Slip.
- Seal or printed matter as "FSC 100%" is put on the purchase and transport documents like Application for pulpwood harvest, purchase order, Consignment Code and Weighment Acknowledgement Slip.
- Loading & Transportation of material at FMU is done by contractor as per the purchase order under the supervision of DM/AM/ FO / Field Assistant. The material category can be identified on the above documents. Using this, the materials can be identified and segregated as FSC 100% or Uncontrolled Wood.
- On receiving the material at the Factory, an online entry of the receipt of Pulp wood is made at Security Main Gate and Weigh Bridge (based on Purchase Order/Item Code) at TNPL.



- Wood Receipt Acknowledgement Slip is generated containing the details of supplier name, source, item code (identifies the material category as FSC 100% or Uncontrolled Wood) and Weight.
- After completion of pulpwood harvesting in the FMU, an IOM will be sent by plantation department to accounts department to process the payment for revenue sharing FMU or Farmers which will have PO number which is raised on the name of supplier under FSC 100% category.
- As explained in 1.3.2, FME does not sell or ship the FSC certified material as pulp wood to other organization. Even then, with these following procedure ensures non-FSC certified material is not represented as FSC certified (as pulp wood) on purchase and transport documents.
- There is no sale of FSC certified material as pulpwood since FME using the same for its own production.

FME will harvest, stack, transport, receive at gate, process and stored in yard with clear demarcation of FSC certified material from FMU. By this well systematized controlled system, there will not be mixing of FSC certified material with non-FSC certified material at any stage, up to and including the sale of final produce (Paper).

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CERTIFIED SALES AND RECORD KEEPING	ISSUE No & Date	4	20/05/2023

### 3. Certified Sales and Recordkeeping:

**3.1 For material sold with FSC claim the FME shall include the following information on sales and shipping documentation:**

- 3.1.1 FME FSC certificate registration code, and**
- 3.1.2 FSC certified claim: FSC 100%**

FME does not sell or ship the FSC certified material as pulpwood to other organization.

However for “FSC 100%” materials, the purchase and transport documents such as Application for pulpwood harvest, purchase order, work order, Consignment note and Weighment Acknowledgement Slip contain a seal / printed matter as “FSC 100%”.

The sale and delivery of FSC certified material as paper is carried out as per FSC COC Manual.

**3.2 FME shall maintain certification production and sales related documents (e.g. harvest summaries, invoices, bills of lading) for a minimum of 5 years. Documents shall be kept in a central location and/or are easily available for inspection during audits.**

As explained in 1.3.4, FME ensures that the records related to production, harvesting, transportation of pulpwood and sale of paper are maintained in factory site for a minimum of 5 years. These documents would be made easily available for inspection during audits.

**3.3 FME shall compile an annual report on FSC certified sales for NEPCon containing monthly sales in terms of volume of each FSC certified product sold to each customer. This report shall be made available to NEPCon staff and auditors during regular audits or upon request.**

FME does not sell the FSC certified material as pulpwood to other organization. However, FME will compile an annual report at the end of every financial year on FSC certified material production (Paper) for NEPCon containing monthly production in terms of volume of each FSC certified product.



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CEOUSOURCING	ISSUE No & Date	4	20/05/2023

**4.Outsourcing (if applicable: reference outline for outsourcing documented procedures available upon request)**

**4.1 FME shall obtain approval from NEPCon prior to initiating outsourcing of handling (e.g. storage, concentration yards) or processing of FSC certified material to subcontractors.**

Currently, FME does not outsource for handling or processing of FSC certified material to sub contractors. If outsourcing in future, FME will obtain approval from NEPCon prior to initiating outsourcing of handling (e.g. storage, concentration yards) or processing of FSC certified material to subcontractors.

**4.2 FME control system shall ensure that CoC procedures are followed at subcontracted facilities for outsourcing and FME shall collect signed outsourcing agreements covering all applicable FSC outsourcing requirements per FSC-STD-40-004 V2-0 FSC Standard for Chain of Custody Certification.**

Currently, FME does not outsource for handling or processing of FSC certified material to sub contractors. If outsourcing in future, FME will ensure that CoC procedures are followed at subcontracted facilities for outsourcing and FME will collect signed outsourcing agreements covering all applicable FSC outsourcing requirements per FSC-STD-40-004 V2-0 FSC Standard for Chain of Custody Certification.