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# Grown in Britain Standard

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## **GROWN IN BRITAIN STANDARD**

Grown in Britain is a provenance standard for the licensing of timber and timber products originating from timber grown in the United Kingdom (England, Northern Ireland, Scotland and Wales). A key element of Grown in Britain's ambition is to increase the number of existing forests and woodlands which are actively managed to a recognised forest management standard to create a healthier future for our forests and woodlands.

This standard has been designed to increase the visibility of home grown timber and timber products by licensing woodlands, producers and traders where the timber element is grown in the United Kingdom.

This is the definitive standard setting out the requirements for the licensing of Grown in Britain suppliers to allow businesses (forest and woodland owners, and individuals or organisations that handle timber) to use Grown in Britain product claims and labels.

When the Grown in Britain licence is applied to a product it provides assurance of origin through an instantly recognisable label. The Grown in Britain standard supports the UK Timber Procurement Policy and the UK Forestry Standard by promoting best practice according to the UK Forestry Standard and promoting the implementation of management plans that support the UK Forestry Standard. It also provides a guarantee that the products originate from timber grown in the United Kingdom

Grown in Britain fully recognises existing, and well-proven, forest certification schemes such as the Forest Stewardship Council (FSC) and the Programme for Endorsement of Forest Certification (PEFC) schemes and does not wish to compete with or replicate them.

The UK government TPP and further guidance can be found within the Gov.uk website. It outlines verification requirements for the UK government Timber Procurement Policy and government forest management criteria. This revision of the Grown in Britain Standard is valid from 1st August 2017 for new licence applicants. For existing licensed operators, compliance must be by their next audit with a grace of 31<sup>st</sup> July 2018 for those to be audited before this date.

## A. Introduction

This standard specifies the requirements for the growers, producers, and traders of timber and wood fibre products both timber inputs and outputs.

Business types that can apply for a Grown in Britain licence include, but are not limited to:

- Forest and woodland owners
- Harvesting and arboriculture businesses
- Primary processors
- Processors and manufacturers
- Wholesalers and retailers
- Contractors

This standard sets out requirements for each licence category, and the traceability and management control systems required, including:

- Management, procedures, responsibility and record keeping
- Purchasing / receipt and storage of inputs
- Material accounting
- Product schedule of outputs
- Sales and delivery claims
- Use of Grown in Britain label

Businesses that do not take legal ownership (i.e. there is no point of sale or onward ownership transfer) do not require a Grown in Britain licence, but may apply to Grown in Britain for an agreement to use the logo for promotional or educational purposes.

This revision of the Grown in Britain standard carries general updates to the overall standard including the use of the definition of **Small or Low Impact Management of Forests** to increase the practicality for the woodland owner or timber purchaser to demonstrate implementation of the UK Timber Procurement Policy requirements for woodland management.

## B. Scope including licence categories

In order that woodland and forest owners, producers and traders of timber and wood fibre products (hereafter referred to as ‘*outputs*’) may be sold or labelled as Grown in Britain, all virgin wood fibre must originate from timber grown in the United Kingdom. The timber must be sourced from woodlands that are actively managed in accordance with the UK Forestry Standard.

This shall be demonstrated by

- woodland owners/managers through a management plan, plan of operations, felling licence and timber extraction records; the management plan shall meet the Grown in Britain management plan requirements;
- others in the supply chain, through an annually audited system of traceability (or chain of custody) from point of purchase to point of sale or ownership transfer. This must be independently verified through a system of auditing and licensing.

**Grown in Britain management plan requirements** are:

- the woodland or forest must have a management plan that has been assessed against the UK Forestry Standard
- the management plan must be approved by a Grown in Britain approved body

**Grown in Britain approved bodies** include: Forestry Commission England, Forestry Commission Scotland, Forest Services Northern Ireland, FSC, Natural Resources Wales, PEFC and UKWAS,

- For woodlands that meet the **SLIMF definition**, Grown in Britain holds a list of additional approved bodies that may be restricted in scope as Grown in Britain sees fit. The full list of approved bodies are available on request from Grown in Britain.

The four key traceability elements for eligible products are:

- UK provenance
- Legally felled
- Virgin timber is sourced from woodlands or forests that are managed to the UK Forestry Standard requirements
- Existence of an effective traceability system for inputs and outputs

*The following licence categories have been created to simplify the application of the standard to a business and their products. A business can hold more than one category of licence for the same or different products if they wish but must demonstrate this through material accounting.*

### **Licence categories**

#### **1. Grown in Britain Forest (GIB-F)**

*This category of licence is for forests and woodlands supplying roundwood and standing sales plus timber products such as firewood, wood chip, charcoal or furniture. This licence requires that the woodland or forest must:*

- *Be in England, Scotland, Wales or Northern Ireland*
  - *Meet the Grown in Britain management plan requirements.*

#### **2. Grown in Britain chain of custody licences for virgin timber**

- *The GiB-FP and -S categories require that timber must come from woodlands that meet the Grown in Britain management plan requirements.*
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**a. Grown in Britain Forest Product (GIB-FP)**

*This licence category is suitable for individuals and organisations operating in the capacity as traders, processors, manufacturers or distributors who purchase and sell timber and timber products that are 100% sourced from:*

- *Forests and woodlands within England, Scotland, Wales or Northern Ireland*
- *Forests and woodlands that meet the Grown in Britain management plan*

**b. Grown in Britain Supplier (GIB-S)**

*This licence category allows for a mix of timber and timber products from sources with and without management plans. The requirements for this category are:*

- *100% of the timber must be sourced from England, Scotland, Wales or Northern Ireland*
- *At least 70% of the inputs must be from forests or woodlands that meet the Grown in Britain management plan requirements*
- *The remaining 30% or less must be legal. Proof of legality can be demonstrated through purchasing timber with a Grown in Britain Legal Only licence (GIB-LO), a felling licence, or through the EUTR*
- *The 70:30 balance is calculated through each reporting period which can be up to one year.*

**c. Grown in Britain Legal Only (GIB-LO)**

*This licence category is available for individuals and organisations who supply timber products from sources without management plans that have been assessed by a Grown in Britain approved body and therefore do not meet the Grown in Britain management plan requirements. This timber meets only the legality criteria (e.g. timber from parks, gardens, arboricultural arising's, planning permission, highway or trackside maintenance). This is similar to a controlled wood situation in other standards. The requirements for this category are:*

- *100% of the timber is sourced from England, Scotland, Wales or Northern Ireland*
- *100% proof of legality demonstrated through purchasing timber with a felling licence, a Grown in Britain Legal Only licence (GIB-LO) or through EUTR*

*Note: These products cannot be labelled with the Grown in Britain 'on product' label*

## C. References

The following documents are relevant to this standard.

### References to standard

- UK Government Timber Procurement Policy (June 2013 or the edition that is current on the day the GIBS is awarded or renewed)
- CPET Timber Procurement Advice Note (Fifth Edition June 2013)
- CPET Guidance for Growers of Timber in the UK (December 2013)
- Grown in Britain Application Form
- Grown in Britain Audit Template
- Grown in Britain label use
- EU Timber Regulations
- Plant Health Controls Guidance .gov.uk website

### GIB-Forest

- UK Forestry Standard (2017)
- Tree Felling – Getting permission (2007)

### GIB-Forest Products

- UK Government Timber Procurement Policy (June 2013 or the edition that is current on the day the GIB-FP licence is awarded or renewed)

### GIB-Supplier

- UK Government Timber Procurement Policy (June 2013 or the edition that is current on the day the GIB-S licence is awarded or renewed)

### GIB-Legal Only

- Tree Felling – Getting permission (2007)
- UK Government Timber Procurement Policy (June 2013 or the edition that is current on the day the GIB-LO licence is awarded or renewed)

### Other standards that may be of interest

- ISO/IEC Guide 27:1983: Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity.
- FSC chain of custody standards
- PEFC chain of custody standards

## D. Definitions

For the purposes of the Grown in Britain standard and associated documentation the following terms and definitions apply:

**Applicant** – the person, company or organisation that is applying for and assessed to the Grown in Britain licence.

**Chain of Custody** - a mechanism for tracking Grown in Britain acceptable material from the forest to the finished product to ensure that the wood or wood fibre contained in the product or product line meets the Grown in Britain standard.

**Control System** – controls the processes by which a Grown in Britain applicant or licence holder ensures that they meet the Grown in Britain standard

**Educational** – any use of the logo used to promote the products, services, the Grown in Britain brand or organisations that is not specifically attached to products themselves.

**Felling Licence** – permission given by the regulatory body that trees can be felled. A felling licence may be used to demonstrate legal felling and/or UK provenance of the timber

**Finished product** – the final product or output(s) produced by the organisations processes that the organisation deems ready for sale to the consumer.

**FSC** – Forest Stewardship Council.

**Grown in Britain approved body** – these are authorities or certification schemes or organisations that are approved by Grown in Britain as competent in assessing management plans to Grown in Britain Management plan requirements and include: Forestry Commission England, Forestry Commission Scotland, Forest Services Northern Ireland, FSC, Natural Resources Wales, PEFC and UKWAS,

For woodlands that meet the **SLIMF definition**, Grown in Britain holds a list of additional approved bodies that may be restricted in scope as Grown in Britain sees fit. The full list of approved bodies are available on request from Grown in Britain.

**Grown in Britain custody chain** – the traceability of the documents from the receipt of goods to the sale of products showing that the timber in those goods and products are in compliance with the requirements of the Grown in Britain Standard.

**Grown in Britain Licence** – this is a five-year licence issued to growers, producers and traders of timber products with an annual fee issued by Grown in Britain to the following licence holder categories GIB-F, GIB-FP, GIB-S and GiB-LO conferring permission to make Grown in Britain claims and use the Grown in Britain licence label in compliance with Grown in Britain Label Use Standard, on particular outputs upon receipt of positive audit report findings (after addressing any identified issues).

**Grown in Britain management plan requirements** are:

- the woodland or forest must have a management plan that has been assessed against the UK Forestry Standard
- the management plan must be approved by a Grown in Britain approved body

**Ineligible inputs** – these are input materials that contribute towards the finished product that are not compliant with the requirements of the Grown in Britain Standard.

**Ineligible timber/products** – these are products where all or part of the timber within the product is non-compliant with the requirements of the Grown in Britain Standard.

**Inputs** – raw materials and other input materials that contribute towards the finished product or output. An input could also be a finished product purchased by a retailer.

**Label** – Grown in Britain on product and off product label permitted for use by Grown in Britain licence



holders. The label consists of the Grown in Britain logo and the licence holder's licence number.

**Legal** – authorisation based in law.

**Licence** – See GIB Licence.

**Licence holder** – an individual or organisation that has been awarded a Licence to use the GiB label in association with the outputs as detailed on their product schedule.

**Logo** – the registered logo of Grown in Britain.

**Managed woodlands** – woodlands and forests that are managed in accordance with their management plan

**Management plan** – a plan of operations, with felling licences and timber extraction records which is written and delivered to the UK Forestry Standard. In order to be acceptable to Grown in Britain it must be assessed by a GiB approved body. Grown in Britain recognises that a management plan is a working document and as such the plan must be reviewed and adapted whenever necessary. Any changes should be aligned with and assessed to the UK Forestry Standards.

**70:30 balance** – this refers to a requirement that is calculated only for the inputs for GiB-S. It is the proportion of GiB inputs that are evidenced as from woodlands managed in accordance with the Grown in Britain standard management plan requirements to timber with legal only evidence.

**Non-timber forest products** – products from a woodland or forest which are not made of wood. Examples include: wild mushrooms, venison, wild garlic, etc.

**Off-product** – term for any label or marking that is not attached to a product.

**On-product** – term for any label packaging or marking that is attached to a product.

**Output** – Timber or product.

**PEFC** – Programme for the Endorsement of Forest Certification.

**Primary processors** – any processor that transforms raw material (round timber) into products or commodities (for paper includes the chipping/pulp and paper mill stages).

**Process** – set of interrelating or interacting activities that transforms inputs and raw materials into outputs/products.

**Product category** – a general description of the product based on a classification/ categorisation system. The definition will include details about the product such as hard or soft wood, form sold and any specified volumes or sizes.

**Product schedule** – is a list of inputs (raw materials) and outputs (products) used as part of the application and licence process.

**Product transformation** – where an input product is changed to and sold onwards as another product type (e.g. round timber is changed into wood chips).

**Promotional licence** – A licence to use the Grown in Britain logo where any claims are made to promote the products, services or organisations but are not specifically attached to products themselves.

**Raw materials- see inputs.**

**Sales document** – a document that identifies the trading parties and describes and quantifies the items sold such as a physical or electronic invoice, delivery note, bill of sale or contract of sale.

**Small or Low Impact Management of Forests (SLIMF)** – this is where the woodland is managed in non-intensive way. The woodland or forest must meet the following definition.

1. Are 500 hectares or smaller in size.
2. The management is low intensity i.e. it must the following criteria

- a. the rate of timber harvesting is less than 20% of the mean annual increment (MAI) within the total production woodland area of the unit and either
- b. the annual harvest from the total production woodland area is less than 5,000 cubic metre  
or
- c. the average annual timber harvest from the total production woodland is less than 5,000 m<sup>3</sup>/year during the period of validity of the certificate, as verified by harvest reports and surveillance audits.

**Supplier** – an individual, company or other legal entity providing goods or services to an organisation.

**UKFS** – UK Forestry Standard (2017).

**UK government TPP** – UK government Timber Procurement Policy – see references

**United Kingdom** – England, Northern Ireland, Scotland and Wales.

## 1. GENERAL REQUIREMENTS FOR FOREST AND WOODLAND OWNERS

The following details the requirements for demonstrating compliance to the Grown in Britain standard for the GiB-F licence category.

### 1.1 Management, procedures, responsibility and record keeping

- 1.1.1 Woodland, Forest or Estate managers may obtain a Grown in Britain Forest (GiB-F) licence for timber extracted from woodlands or forests in the United Kingdom.
- 1.1.2 The woodland or forest must have a management plan that meets the Grown in Britain management plan requirements

**Grown in Britain management plan requirements** are:

- the woodland or forest must have a management plan that has been assessed against the UK Forestry Standard
- the management plan must be approved by a Grown in Britain approved body

**Grown in Britain approved bodies** include: Forestry Commission England, Forestry Commission Scotland, Forest Services Northern Ireland, FSC, Natural Resources Wales, PEFC and UKWAS,

- For woodlands that meet the **SLIMF definition**, Grown in Britain holds a list of additional approved bodies that may be restricted in scope as Grown in Britain sees fit. The full list of approved bodies are available on request from Grown in Britain.

- 1.1.3 The woodland or forest management plan must be implemented, and timber extracted, in accordance with the management plan and any associated felling licences. The management plan must be reviewed on a regular basis.

### 1.2 Product schedule

- 1.2.1 The timber extracted may be labelled as GiB-F and this includes any timber products produced directly from the timber extracted from the woodland or forest.

### 1.3 Purchasing, receipt and storage

- 1.3.1 There are no restrictions on the provenance of the plants that are purchased for restocking but must follow latest plant health guidelines as directed by Grown in Britain.

### 1.4 Material accounting

- 1.4.1 Timber and products sold each year must be recorded and these records shall be made available to a Grown in Britain auditor.

### 1.5 Sales and delivery; product claims

- 1.5.1 For sales and delivery product claims, a supplier with a GiB-F category must have systems in place to record timber felled and sold.
- 1.5.2 All timber sold with a GiB claim must be in accordance with the management plan and felling licences. Extraordinary felling such as Statutory Plant Health Notice, wind-blown trees and trees felled for health and safety reasons, can be deemed GiB-F if the management plan is reviewed with any extraordinary felling taken into account.

### 1.6 Use of Grown in Britain label with respect to on-product and point of sale material

- 1.6.1 Any use of on-product labels must comply with Grown in Britain label standard.

## 2. GENERAL REQUIREMENTS FOR A CHAIN OF CUSTODY LICENCE FOR VIRGIN TIMBER

The following details general requirements for demonstrating compliance to the Grown in Britain standard for all business types that are not owners of the forest, woodland or estate that the timber used in their products, is extracted from. The applicant needs to demonstrate responsible sourcing and a chain of custody that may include collecting evidence all the way back to the woodland, forest or estate where the timber was felled. The following assurance requirements are mandatory for the award of GIB-FP, GIB-S and GIB-LO categories unless otherwise stated.

### 2.1 Management, procedures, responsibility and record keeping

#### The licence holder must:

- 2.1.1 Ensure that a written 'control system' is in place that defines the responsibility, training, procedures and records to demonstrate compliance with the Grown in Britain standards.
- 2.1.2 Maintain a **Product Schedule in line with that detailed in section 2.2:**
- 2.1.3 Maintain segregation of eligible and ineligible inputs- see **receipt and storage** as detailed in **section 2.3** of this standard.
- 2.1.4 Maintain a system to demonstrate traceability. This may be demonstrated through a **volume accounting record** system which records all purchases in compliance with **section 2.4** of this standard (including orders, transport documents and invoices). Ensure that all **sales** documents are in compliance with **section 2.5** of this standard.
- 2.1.5 Demonstrate a chain of custody from the woodland, to your business and then on through your business to the point of sale.
- 2.1.6 Maintain a volume accounting record for inputs is required and must be maintained.
- 2.1.7 If receiving a Grown in Britain licenced product ensure that the Grown in Britain licence is valid for that product or timber by checking with Grown in Britain and that Grown in Britain product is detailed on the purchase documentation.
- 2.1.8 If applying a Grown in Britain '**on-product label**' for a **GiB-FP or GiB-S product or output**, inputs must conform to the GiB standard and label use must conform to Grown in Britain label use standard. Exception – GiB-LO cannot use on-product labels.
- 2.1.9 Retain all records required to demonstrate compliance to this standard for at least 5 years.
- 2.1.10 Comply with UK government TPP for verified product claims.
- 2.1.11 Ensure that any timber purchased is lawfully harvested, in accordance with the EU Timber Regulations.
- 2.1.12 Maintain a formal complaints procedure in place and evidence that any complaints regarding GiB products and associated claims received have been addressed and are reviewed.
- 2.1.13 Maintain records to demonstrate that the relevant personnel are trained and competent in the outlined control system for Grown in Britain licensed products.

### 2.2 Product Schedule

- 2.2.1 For all products entering the control system, a Product Schedule must be maintained which details inputs and outputs.
  - inputs used within the control system
  - input and output product claim

- output products
- 2.2.2 Product categories are defined by Grown in Britain, additional categories may be added to the list if required.
- 2.2.3 When **purchasing inputs** checks must be in place to demonstrate there is compliance with **receipt and storage** outlined in **section 2.3** of this standard.
- 2.2.4 The product schedule including product names must be defined by the supplier and confirmed as acceptable by the certification body.

## 2.3 Purchasing, Receipt and storage

### The licence holder must:

#### ***Eligible inputs***

- 2.3.1 Only accept into their control system eligible inputs as defined by the Grown in Britain standard. Unlicensed Grown in Britain inputs must be checked through the chain of custody to the timber source or another Grown in Britain licensed supplier.
- 2.3.2 Ensure supplier paperwork is checked at point of supply/upon receipt and be compliant with **section 2.5** of this standard,
- 2.3.3 Demonstrate that all timber inputs comply with eligibility criteria as defined in section 2.1
- 2.3.4 All products must be checked for compliance with the Product Schedule (see section 2.2) and are acceptable to Grown in Britain under the licence.
- 2.3.5 Ensure that checks have been carried out in accordance with section 2.1.11 if the supplier is not a Grown in Britain licence holder for the supplied input.

#### ***Storage***

- 2.3.6 Ensure that Grown in Britain inputs and outputs remain identifiable in storage including if segregation of different GiB licence categories if relevant,
- 2.3.7 Ensure where there is product transformation as a result of processing steps, the Grown in Britain status is identifiable at each stage of processing,

#### ***Non-conforming inputs***

- 2.3.8 For any inputs where a supplier's paperwork or Grown in Britain product schedule fails to meet Grown in Britain standards these inputs must not be entered into the GiB material accounting system and must be rejected or quarantined until the matter is resolved and the product is either accepted or rejected.
- 2.3.9 Ensure inputs are identified, marked as non-eligible and separated from Grown in Britain inputs, categories or, quarantined (if further enquiries are being made about the products Grown in Britain supply status).

#### ***Ineligible timber/products***

- 2.3.10 Non-timber forest products are not eligible under this standard.
- 2.3.11 Timber that has been grown outside the UK.

#### ***Segregation***

- 2.3.12 Where ineligible timber/products of similar appearance or specification to Grown in Britain products are sourced, these products must be clearly distinguishable as ineligible at all times. A segregation system must be demonstrated which ensures contamination of eligible and ineligible timber/products cannot occur.

#### ***Supplier identification***

- 2.3.13 Maintain an up to date record of Grown in Britain licence holders and suppliers. This list must be regularly checked and the suppliers must provide suitable assurance that they

can supply inputs that meet the Grown in Britain standard requirements when requested to do so.

### ***On-product labels***

- 2.3.14 If a Grown in Britain licensed product with an existing on-product label is brought into the system as input and it is then transformed in any way, the existing on-product label must be removed. Once the product has been transformed the new product can be labelled if required in accordance with section 2.6 of this standard.

### ***Monitoring***

- 2.3.15 The licence holder must maintain a 12 month balance sheet that tracks the inputs and monitors eligibility criteria throughout to demonstrate that inputs for the GiB products are compliant with the GiB standard and relevant licence category.
- 2.3.16 Monitoring of stock eligibility is the responsibility of the appointed stock manager within the licence holder's organisation and the stock manager must be trained in how to monitor this.

## **2.4 Material accounting inputs**

### **The licence holder must:**

- 2.4.1 Maintain a product / volume accounting record that records all eligible inputs and outputs.
- 2.4.2 For GiB-S category, the percentage of timber brought into the GiB control system from woodlands managed in accordance with the Grown in Britain management plan requirements must be recorded. During each monitoring period this percentage must be reviewed on a regular basis to ensure the 70% requirement can be adhered to by the end of the monitoring period.
- 2.4.3 A licence holder that has the GIB-S category, a 70:30 balance calculation must be carried out. The monitoring period can be 12 months or less but must be defined by the licence holder.
- 2.4.4 Ensure that the accounting record includes **Purchase** details that links the sourced product to purchase paperwork:
- Supplier name
  - Date of supply/receipt
  - Any Grown in Britain licence claim
  - The Grown in Britain licence number of the product/raw material purchased
  - Unique reference to supply paperwork (i.e. purchase order, delivery or transport reference, sales invoice reference), capable of linking supply documents
  - Purchase quantity defined by licence holder for each product
  - Product category
- 2.4.5 Ensure that the accounting record includes applicable **Sales** details:
- Customer name
  - Date of sale
  - Unique reference to sale paperwork i.e. sales order/customer purchase order, delivery or transport reference, sales invoice reference), capable of linking to sale documents)
  - Sale quantity for each product
  - Product category
  - Grown in Britain Product claim (GIB-F, GIB-FP, GIB-S, GIB-LO)
- 2.4.6 A licence holder that processes a mix of Grown in Britain and Non-Grown in Britain timber on a single site must ensure that use of GiB inputs are recorded during processing or

product transformation. This does not apply where a licence holder or site exclusively deals with timber which is Grown in Britain timber.

## **2.5 Sales and delivery; product claims**

### **The licence holder must:**

- 2.5.1 Ensure products comply with **Eligible Criteria for outputs**
- 2.5.2 Ensure that the licence holder definition for each product complies with the Product Schedule submitted to Grown in Britain (see section 2.2).

### **All sales documents must include:**

- 2.5.3 Name, address and contact details of the business.
- 2.5.4 Name and address of the customer.
- 2.5.5 Date when documents are issued.
- 2.5.6 The quantity for each product.
- 2.5.7 The description of each product.
- 2.5.8 The licence holder's Grown in Britain licence number and claim (GIB-F, GIB-FP, GIB-S, GIB-LO) for each licensed product
- 2.5.9 As a minimum requirement, *include the licence type and licence number on the sales invoice*; this must also be included on delivery and transportation documents.
- 2.5.10 GIB-LO licence holders must not put the Grown in Britain logo or a Grown in Britain label on their sales invoice, only their Grown in Britain licence number for each product.
- 2.5.11 Ensure that where delivery or transportation documents are issued, these documents can be linked to the invoice.
- 2.5.12 Use of the licence with respect to on product and off product labelling shall be in compliance with the Grown in Britain label use standard.

## **2.6 Use of Grown in Britain label**

### **On-product and point of sale material**

- 2.6.1 Only Grown in Britain GIB-F, GIB-FP and GIB-S licence holders may use the label on-product for those licenced products that meet the eligibility criteria for product labelling as specified in the Grown in Britain label use standard.
- 2.6.2 Any finished products, with 'on-product' labelling, that are to be resold without any changes must retain their Grown in Britain 'on-product' labels or marks in order for the Grown in Britain claims to be substantiated.
- 2.6.3 Any use of Grown in Britain 'on-product' labels must comply with Grown in Britain label use standard.
- 2.6.4 Licence holders may in addition, request to use the Grown in Britain logo for promotional and educational purposes that must first be approved by Grown in Britain.

### 3. REQUIREMENTS FOR INSPECTIONS AND ISSUING OF A LICENCE

#### 3.1 A Grown in Britain applicant must

- 3.1.1 Complete a Grown in Britain application form including Grown in Britain Product Schedule.
- 3.1.2 Consent to Grown in Britain terms and conditions.
- 3.1.3 Undergo an audit and assessment by a Grown in Britain approved auditor. The approved auditor list is available on the Grown in Britain website. For woodlands and forests the audit will be carried out by Grown in Britain on receipt of the appropriate evidence. The audit shall be annual; for organisations that have two or less full time equivalent employees, the audit in the first year must be on site and for subsequent years, it can be alternate remote and on site. Remote audits must be agreed by Grown in Britain at least 1 week in advance of the remote audit.
- 3.1.4 The applicant shall formally accept the audit report after which it will be sent to the certification body. The certification body will evaluate and submit a conformity report to the audited company and auditor.
- 3.1.5 The Certification Body will issue the appropriate Grown in Britain licence indicating scope and timber/ product outputs included under the licence (product schedule).
- 3.1.6 An annual audit by an approved auditor to confirm continued compliance to Grown in Britain standard (no more than 15 months between audits). For licence holders with multi-sites the following rule applies (rounded up to the next whole number):

$$\text{Number of site audits} = \sqrt{\text{Total number of sites}}$$

The annual site audits must include the headquarters and the auditor must send a list of sites to be audited to Grown in Britain for approval prior to the audits being carried out.

#### Guidance on major and minor non-conformities

- 3.2 A minor non-conformance occurs when a Grown in Britain requirement is not met, but without any major consequences. It is a deficiency that likely will not result in the failure of, nor seriously weaken, the Grown in Britain licence claim. The inputs system is not impacted to the extent that it reduces its ability to assure controlled processes or products and therefore meet the Grown in Britain Licence claim. Examples include failure by one or a few individuals to correctly use a procedure, or a single observed lapse in a procedure.
- 3.3 A major non-conformance is when there is an absence or total breakdown in the system to meet the Grown in Britain standard requirements. Essentially, it is a deficiency that will seriously impair the effectiveness of the Grown in Britain management system. Typical examples of a major non-conformance include failure to take corrective or preventive action, not implementing an element of the Grown in Britain standard, not developing or implementing procedures or having many minor non-conformances.
- 3.4 If minor non-conformities are found during an inspection the inspection body sets out a reasonable deadline for corrective measures and these items will be checked at next audit.
- 3.5 When major non-conformities have occurred the certification body may suspend the certificate and order a completely new audit to be conducted after the defects have been corrected. If the new audit also leads to a non-conformity decision, the certification body can revoke the certificate. Major non-conformities are classified as production issues that could influence the status of the products as being Grown in Britain.