



Grown in Britain

The Grown in Britain Standard

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GROWN IN BRITAIN STANDARD

Grown in Britain is a standard for the certification 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 woodlands¹.

This standard has been designed to increase the visibility of home-grown timber and timber products by certifying 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 certification of Grown in Britain suppliers to allow businesses (forest and woodland owners, and individuals or organisations that handle and/or add value to timber) to use Grown in Britain product claims and labels.

Grown in Britain certification provides assurance that the products originate from timber grown in the United Kingdom. When the Grown in Britain certification is applied to a product it provides assurance of origin through an instantly recognisable label. The Grown in Britain standard meets the requirements of the Timber Procurement Policy (TPP) by promoting best practice and the implementation of forest management plans in accordance with the UK Forestry Standard (UKFS)². In addition, the Grown in Britain Woodfuel (GiB-W) claim aligns itself with the Timber Standard for Heat and Electricity (TSHE)³.

Grown in Britain fully recognises existing, and well-proven, international 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 TPP and further guidance can be found within the Gov.uk website. It outlines verification requirements for the UK Timber Procurement Policy and government forest management criteria. This revision of the Grown in Britain Standard combines the Grown in Britain standard with the Woodfuel standard and is valid from 1st August 2019 for new certification applicants. For existing certificated operators, compliance must be by their next audit with a grace of 31st July 2020 for those to be audited before this date.

¹ As recognised in DEFRA's 25 year environmental plan <https://www.gov.uk/government/publications/25-year-environment-plan>

² The standard also aims to support DEFRA's 25 year environmental plan <https://www.gov.uk/government/publications/25-year-environment-plan>

³ <https://www.gov.uk/government/publications/timber-standard-for-heat-electricity>

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 certificate 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 the different certificate types and associated claims, 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 with respect to on and off product labelling

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 certificate, 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:

- Inclusion of the Woodfuel standard
- The change from licensing to certification
- A change in terminology where a chain of custody certification can include one or more GiB-FP, GiB-LO, GiB-S and GiB-W claims.
- A change in terminology where GiB-S now stands for Grown in Britain Sourced.

B. Scope including certificates and claims

All virgin wood fibre must originate from timber grown in the United Kingdom in order for woodland and forest owners and producers and traders of timber and wood fibre products (hereafter referred to as 'outputs') to sell or label their outputs as Grown in Britain. 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 certification.

The four key 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
- Existence of an effective traceability system for inputs and outputs

This is assessed against the criteria as described in the UK Timber Procurement Policy. The exception to this is when a Woodfuel claim is made, this is assessed against the Timber Standard for Heat and Electricity.

The following certificate claims have been created to simplify the application of the standard to a business and their products.

- *Grown in Britain Forest (GiB-F)*
- *Grown in Britain chain of custody certification for virgin timber*
 - *Grown in Britain Forest Product (GiB-FP)*
 - *Grown in Britain Sourced (GiB-S)*
 - *Grown in Britain Legal Only (GiB-LO)*
 - *Grown in Britain Woodfuel (GiB-W)*

The detail of these claims is outlined in Annex 1.

A business can have more than one claim for the same or different products if they wish, but they must demonstrate this through material accounting.

C. References

The following documents are relevant to this standard (the latest version apply unless stated otherwise)

Government documents:

Timber Procurement Policy (TPP): prove legality and sustainability, DEFRA
Timber Procurement Advice Note (TPAN) , DEFRA
CPET Guidance for Growers of Timber in the UK
Grown in Britain Application Form
The Timber Standard for Heat and Electricity (TSHE)
Woodfuel Advice Note
Risk Based Regional Assessment: A Checklist Approach published by DECC
DEFRA's 25 year environmental plan <https://www.gov.uk/government/publications/25-year-environment-plan>
UK Forestry Standard (2017)
Tree Felling – Getting permission (2007)

Grown in Britain documents:

Grown in Britain Chain of Custody Audit Template
Grown in Britain logo and certification mark use
Grown in Britain Product Classification
Grown in Britain Approved Bodies

Regulations and government guidance:

EU Timber Regulations
Plant Health Controls Guidance '.gov.uk' website <https://www.gov.uk/guidance/plant-health-controls>

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
ISO/IEC 17067: 2013: Conformity Assessment – Fundamentals of product certification and guidelines for product certification schemes

D. Definitions

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

Acceptable evidence – this is evidence that is recognised by Grown in Britain as proof of the Grown in Britain custody chain as detailed in the Acceptable Evidence document.

Applicant – an individual or organisation that is applying for the Grown in Britain certificate.

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

Certification Body – the independent organisation that assesses an applicant’s audit report and application to approve and issue the Grown in Britain certificate to the applying organisation (currently Grown in Britain).

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.

Claim – a claim is the claim that the applicant or supplier gives to their outputs. The different types of Grown in Britain claim are detailed in Annex 1.

Control System – controls the processes by which a Grown in Britain applicant or certificate 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 are not specifically attached to products themselves.

Eligible (inputs or outputs) - The four key elements for eligibility for Grown in Britain inputs and outputs are:

- UK provenance
- Legally felled
- Virgin timber is sourced from woodlands or forests that are managed to the UK Forestry Standard requirements. The percentage of timber demonstrated for this element is dependent on the claim.

Felling Licence/Permission – 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 Certificate – this is a five-year Forest or Chain of Custody certificate issued by Grown in Britain, with an annual fee, to growers, producers and/or traders of timber products conferring permission to make Grown in Britain claims (GiB-F, GiB-FP, GiB-S, GiB-W and/or GiB-LO), and use the

Grown in Britain certification 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 body⁴

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

Legal – authorisation based in law.

Licence – Former name for a GiB Certificate. See GIB Certificate.

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 wood fibre product.

PEFC – Programme for the Endorsement of Forest Certification.

Post-consumer timber – an input that has had a previous product life, which is reused, reclaimed or recycled into a new finished product.

Pre consumer timber – is timber that may or may not have been part of a manufacturing process and may or may not have been produced as a primary product or co product of a lesser value than the primary product. This timber is considered virgin timber and will be required to provide evidence as such.

Primary processors – any processor that transforms raw material (round timber) into products or

⁴ List of approved bodies is included in the Grown in Britain application pack

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 as defined in the Grown in Britain Product Classification document.

Product schedule – is a list of inputs (raw materials) and outputs (products) used as part of the application and certification 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 certificate – A certificate 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.

Recycled timber– post-consumer timber, for example timber which has been previously used either in buildings, temporary works or other uses and are re-used in such a way that they require reprocessing. This includes reclaimed or reused timber. It does not include Pre-consumer timber (see above)

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 m³/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.

TPP – Timber Procurement Policy – see references

TSHE – Timber Standard for Heat and Electricity – see references

UKFS – UK Forestry Standard (2017).

UK TPP – see TPP

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-Forest (GiB-F) certification.

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) certificate 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 is available 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. A product schedule including product category and timber products from the woodland must be included with the application. Product categories are defined by the Grown in Britain Product Classification.

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 applicants must follow latest guidelines as recommended by UK government or devolved administration.

1.4 Material accounting

1.4.1 Any timber extracted and outputs 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 claim must have systems in place to record timber felled and sold.

1.5.2 All timber sold with a GiB-F 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 and revised as necessary.

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 CHAIN OF CUSTODY CERTIFICATION 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 the GIB-CoC certification unless otherwise stated.

2.1 Management, procedures, responsibility and record keeping

The certificate 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 Demonstrate a chain of custody from the woodland/source, to your business and then on through your business to the point of sale.
- 2.1.3 Maintain a volume accounting record for inputs is required and must be maintained (note: GiB-FP, GiB-S and GiB-LO claims are aligned to TPP and GiB-W claims are aligned to TSHE and therefore segregation of these inputs and outputs (products) may be required).
- 2.1.4 If receiving a Grown in Britain certified product ensure that:
 - The Grown in Britain claim is valid for that product or timber by checking with Grown in Britain or the Grown in Britain website
 - The Grown in Britain product is detailed on the sales documentation
 - That any 'on-product' label must comply with the GiB logo and certification mark use requirements.
- 2.1.5 Retain all records required to demonstrate compliance to this standard for at least 5 years.
- 2.1.6 Ensure that any timber purchased is lawfully harvested, in accordance with the Timber and Timber Products (Placing on the Market) Regulations.
- 2.1.7 Maintain a formal complaints procedure and collect evidence that any complaints regarding GiB products and associated claims received have been addressed and the complaints and actions are reviewed.
- 2.1.8 Maintain records to demonstrate that the relevant personnel are trained and competent in the outlined control system for Grown in Britain certified products.

2.2 Product Schedule

- 2.2.1 For all products entering the control system, a Product Schedule must be maintained. For each product details must include:
 - Inputs used within the control system
 - Input claim/evidence (see Annex 1 for detail and requirements of claims)
 - Output product claim
 - Output GiB product category
- 2.2.2 Product categories are defined in the Grown in Britain Product Classification.

2.3 Purchasing, Receipt and Storage, and Processing

The certificate holder must:

Eligible inputs

- 2.3.1 Only accept into their control system eligible inputs which meet the four key elements for eligible timber:
- UK provenance
 - Legally felled
 - Virgin timber is sourced from woodlands or forests that are managed to the UK Forestry Standard
 - Existence of an effective traceability system for inputs and outputs which meets the TPP requirements for all chain of custody claims except for Woodfuel which must demonstrate that it meets the THSE requirements.
- 2.3.2 Uncertified Grown in Britain inputs must be checked for the key elements outlined above through the chain of custody to the timber source or another Grown in Britain certified supplier.
- 2.3.3 Upon receipt of Grown in Britain product paperwork, should be checked for compliance with eligible product requirements. The evidence should be recorded and tracked.
- 2.3.4 All inputs must be checked for compliance with the inputs as detailed on the Product Schedule (see section 2.2) and are acceptable to Grown in Britain under the certification scheme.
- 2.3.5 Ensure that checks have been carried out in accordance with section 2.3.14 if the supplier is not a Grown in Britain certificate holder for the supplied input.

Storage & segregation

- 2.3.6 Ensure that eligible and ineligible Grown in Britain inputs and outputs remain identifiable in storage. If relevant, this includes segregation of different GiB certification claims.

Processing

- 2.3.7 Ensure where there is product transformation as a result of processing steps, the Grown in Britain status and, if relevant claim, is identifiable at each stage of processing. This is particularly relevant for sites making both woodfuel and other chain of custody claims such as GiB-FP and GiB-S on the same site.
- 2.3.8 Where product transformation is outsourced to other parties, the procedures outlined in 2.7 (below) must be followed to ensure the Grown in Britain status is identifiable at each stage of processing.

Non-conforming inputs

- 2.3.9 For any inputs where a supplier's paperwork or Grown in Britain product schedule fails to meet Grown in Britain standard, 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. If more than one product claim is used the inputs for each product claim must be distinguishable in the material accounting system.
- 2.3.10 If further enquiries are being made about the Grown in Britain status of an input, ensure they are quarantined or are identifiable from accepted Grown in Britain inputs.

Ineligible timber/products

- 2.3.11 Non-timber forest products are ineligible under this standard.
- 2.3.12 Timber that has been grown outside the UK or has been illegally felled is ineligible under this standard.

Supplier identification

- 2.3.13 Maintain a list of approved suppliers and the inputs they can provide that meet your Product Schedule requirements. The suppliers must provide suitable assurance that they can supply inputs that meet the Grown in Britain standard requirements and be able to provide appropriate evidence⁵ when requested to do so.

On-product labels

- 2.3.14 If a Grown in Britain certified product with an existing on-product label is brought into the system as an input and 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 certificate holder must maintain a 12 month balance sheet that tracks the inputs and monitors eligibility criteria to demonstrate that inputs for the GiB products are compliant with the GiB standard and relevant claim.
- 2.3.16 Monitoring of stock eligibility is the responsibility of the appointed stock manager within the certificate holder's organisation and the stock manager must be trained in how to monitor this.

2.4 Material accounting inputs

The certificate holder must:

- 2.4.1 Maintain a product / volume accounting record that records all eligible inputs and outputs including the GiB claim (i.e. GiB-S, GiB-LO, GiB-FP or (GiB-W).
- 2.4.2 Where a certificate holder makes a GiB-Sourced (GiB-S) or GiB-Woodfuel (GiB-W) claim, a 70:30 balance calculation must be carried out and must be monitored to ensure that the 70% or more timber from well managed woodlands is achieved. The monitoring period can be 12 months or less but the monitoring period must be defined by the certificate holder.
- For GiB-Sourced (GiB-S) claims, the percentage of timber brought into the GiB control system from woodlands managed in accordance with the UK Forestry Standard (UKFS) must be recorded.
 - For GiB-Woodfuel (GiB-W) claims the percentage of timber brought into the control system from woodlands managed as outlined in the Timber Policy Advice Note (TPAN) must be recorded.
- 2.4.3 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 product claim
 - The Grown in Britain certification 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 certificate holder for each GiB certified product
- 2.4.4 Ensure that the accounting record includes applicable **Sales** details:
- Customer name
 - Date of sale

⁵ See Annex 1

- 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 GiB certified product
- Grown in Britain Product claim (GIB-FP, GIB-S, GIB-LO, GiB-W)

2.5 Sales and delivery; product claims

The certificate holder must:

- 2.5.1 Ensure products comply with the **Product Schedule** outputs.
- 2.5.2 Ensure that the certificate holder's definition for each GiB certified product complies with the Product Schedule submitted to Grown in Britain (see section 2.2) and that any Grown in Britain claim is valid (see Annex 1).

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 GiB certified product.
- 2.5.7 The description of each GiB certified product.
- 2.5.8 The certificate holder's Grown in Britain certification number and claim (GIB-FP, GIB-S, GIB-LO, GiB-W) for each certified product
- 2.5.9 As a minimum requirement, include the claim and certification number on the sales invoice **and** any delivery and transportation documents.
- 2.5.10 GiB CoC certificate holders must not put the Grown in Britain logo or a Grown in Britain label on their product for a GiB-LO claim, only their Grown in Britain certification number for each product with a legal only claim.
- 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 certification mark with respect to on product and off product labelling shall be in compliance with the requirements of the Grown in Britain logo and certification mark use.

2.6 Use of Grown in Britain logo and certification mark

On-product and point of sale material

- 2.6.1 Grown in Britain chain of custody certificate holders may use the certification mark when using an on-product label for outputs that meet the eligibility criteria for GIB-FP, GIB-S and GiB-W claims.
- 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 and certification mark must comply with Grown in Britain logo and certification mark use requirements.

Use of logo

- 2.6.4 Certificate 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.

2.7 Outsourcing

- 2.7.1 The certificate holder may outsource product transformation activities within the scope of its certification to GiB-CoC certified and/or non-GiB-CoC certified contractors. The certificate holder must inform their approved auditor of any relevant activities they outsource.
- 2.7.2 Prior to outsourcing activities to a new contractor, the certificate holder shall inform their approved auditor about the outsourced activity, name, and contact details of the contractor, and the address of the outsourced activity.
- 2.7.3 The certificate holder shall establish an outsourcing agreement with each non-GiB-certified contractor. This agreement must specify that the contractor shall:
- Meet the relevant requirements of this standard with regards to receipt, storage and segregation, processing and dispatch and the certificate holder's procedures related to the outsourced activity
 - Only make authorised use of the Grown in Britain trademarks (e.g. on the contractor's products or website)
 - Not conduct any further outsourcing of any of the processing
 - Accept the right of the certificate holder's approved auditor to audit the contractor
- 2.7.4 The certificate holder shall provide documented procedures to its contractor(s) that ensure the material under the contractor's responsibility shall be segregated so that there is no contamination with any other material during the outsourced activity. The procedures shall ensure that all the relevant requirements of this standard are followed while the material is in the contractor's possession.
- 2.7.5 The certificate holder shall maintain legal ownership of all materials during outsourcing.

3. REQUIREMENTS FOR INSPECTIONS AND ISSUING OF A CERTIFICATE

3.1 Issue of a Grown in Britain Certificate

- 3.1.1 The applicant must complete a Grown in Britain application form including Grown in Britain Product Schedule.
- 3.1.2 The applicant must consent to Grown in Britain terms and conditions.
- 3.1.3 A Grown in Britain Chain of Custody applicant must undergo an audit and assessment by a Grown in Britain approved auditor. The approved auditor list is available on the Grown in Britain website. 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. For Grown in Britain Forests and Woodlands applicants an annual audit will be carried out by the certification body on receipt of the appropriate evidence.
- 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 certificate indicating scope and timber/ product outputs included under the certification (product schedule), which will be valid for five years.
- 3.1.6 An annual audit by an approved auditor to confirm continued compliance to the Grown in Britain standard (no more than 15 months between audits). For certificate 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, including any outsourcing sites, to Grown in Britain for approval prior to the audits being carried out.

- 3.1.7 For the certificate to remain valid, the annual audit must be booked prior to the anniversary of the certificate issue date. Where an audit is not booked and carried out within the required time periods, the certificate may be suspended until such time as a satisfactory audit is completed.

3.2 Guidance on major and minor non-conformities

- 3.2.1 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 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 claim. Examples include failure by one or a few individuals to correctly use a procedure, or a single observed lapse in a procedure.
- 3.2.2 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.

- 3.2.3 If minor non-conformities are found during an inspection the auditor sets out a reasonable deadline for corrective measures and these items will be checked at next audit.
- 3.2.4 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.

Annex 1: Grown in Britain Claims

<p>1. Grown in Britain Forest (GiB-F)</p> <p><i>This certification claim is for forests and woodlands supplying roundwood and standing sales plus timber products such as firewood, wood chip, charcoal or furniture. This certificate requires that the woodland or forest must:</i></p> <ul style="list-style-type: none">• <i>Be in England, Scotland, Wales or Northern Ireland</i><ul style="list-style-type: none">○ <i>Meet the Grown in Britain management plan requirements.</i>
<p>2. Grown in Britain chain of custody certification for virgin timber</p> <p><i>The GiB-Forest Product and GiB-Sourced (GiB-FP and GiB-S respectively) claims require a specific percentage of timber must be extracted from woodlands that meet the Grown in Britain management plan requirements. GiB-Woodfuel (GiB-W) Claims require that timber must be sourced from virgin timber that meets the requirements of the Timber Standard for Heat and Electricity.</i></p>
<p>a. Grown in Britain Forest Product (GiB-FP)</p> <p><i>This claim 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:</i></p> <ul style="list-style-type: none">• <i>Forests and woodlands within England, Scotland, Wales or Northern Ireland</i>• <i>Forests and woodlands that meet the Grown in Britain management plan</i>
<p>b. Grown in Britain Sourced (GiB-S)</p> <p><i>This claim allows for a mix of timber and timber products from sources with and without management plans. The requirements for this claim are:</i></p> <ul style="list-style-type: none">• <i>100% of the timber must be sourced from England, Scotland, Wales or Northern Ireland</i>• <i>At least 70% of the inputs must be from forests or woodlands that meet the Grown in Britain management plan requirements</i>• <i>The remaining 30% or less must be legal. Proof of legality can be demonstrated through purchasing timber with a Grown in Britain Legal Only claim (GiB-LO), a felling licence, or through the EUTR</i>• <i>The 70:30 balance is calculated through each reporting period which can be up to one year.</i>
<p>c. Grown in Britain Legal Only (GiB-LO)</p> <p><i>This claim is available for GiB certified organisations or individuals 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 claim are:</i></p> <ul style="list-style-type: none">• <i>100% of the timber is sourced from England, Scotland, Wales or Northern Ireland</i>• <i>100% proof of legality demonstrated through purchasing timber with a felling licence, a Grown in Britain Legal Only claim (GiB-LO) or through EUTR</i> <p><i>Note: These products cannot be labelled with the Grown in Britain 'on product' label</i></p>
<p>d. Grown in Britain Woodfuel (GiB-W)</p> <p><i>The GiB Woodfuel claim allows for a mix of timber and timber products from sources with and without approved management plans. The requirements for this claim are:</i></p>

- *100% of the timber is sourced from England, Scotland, Wales or Northern Ireland*
- *At least 70% of the inputs are from forests or woodlands with a UKFS compliant management plan, be certified by existing forest certification such as FSC or PEFC or deemed sustainable*
- *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 and a Risk Based Regional Assessment can be used to demonstrate this.