
FSC-COC Audit Checklist

The following list covers the main documents required for FSC-COC audits, but is not limited to the following documents, please be aware.

- COC Management Manual;
- Company structure chart, responsibility and authority related to the chain of custody;
- A list of key control point personnel in the chain of custody;
- List of FSC product groups; (Chinese and English)
- Production process flow chart for each product group; (Chinese and English)
- A list of FSC material suppliers;
- FSC supplier rating form;
- FSC supplier certificate;
- FSC supplier online verification data;
- FSC procurement contract;
- FSC product purchase invoice;
- FSC product raw material supply and transportation documents;
- FSC raw material warehouse ledger;
- FSC finished goods warehouse ledger;
- FSC product sales statistics;
- Statistical tables of production material wear and tear for each product group;
- A summary of the production records of the FSC products;
- Production process identification card;
- Production process list;
- Conversion rate of materials in each process;
- Raw material conservation record
- FSC product supply documents;
- FSC product invoice;
- Training programs (including health and safety);
- Training records (including health and safety);
- A self-declaration of FSC-POL-01-004;
- Procedures and operational records for health and safety;
- Business license;
- Organization code certificate;
- Tax registration certificate
- Import and export license
- Does not comply with the report SF02 (signature); (Chinese and English)
- Certificate application form (signature + stamp); (Chinese and English)

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