



6 STEPS FOR THE IMPLEMENTATION OF A RESPONSIBLE TIMBER PROCUREMENT POLICY

Follow the six steps to full implementation of a sustainable timber procurement policy for your Local Authority

STEP 1: Identify who is responsible

Identify or assign a staff member(s) to take responsibility for implementation and monitoring.

STEP 2: Formulate and approve the timber policy and make it public

A model policy for Local Authorities is available.

STEP 3: Inform all relevant personnel in your Local Authority, as well as your suppliers and contractors, of your policy commitment

- Identify where the majority of timber products are used in your work.
- Identify internal and external people who need to know about the policy such as Officers (planning, environment, engineers, architects, parks and gardens, highways, housing and regeneration etc), Councillors and Contractors
- Implement training programme - training workshops can be delivered free by CPET

STEP 4: Specify legal and sustainable timber explicitly in your contracts and for your purchase orders.

The policy should apply to all forest products, such as furniture, paper, woodfuel and construction timber, including timber used temporarily (hoardings and scaffolding). In practice, we would recommend focusing on your major purchases.

STEP 5: Check compliance

CPET recommends that evidence of legal and sustainable production includes timber certified under the forest certification schemes FSC (Forest Stewardship Council) and PEFC (Programme for the Endorsement of Forest Certification

Schemes). Full guidance is available on the CPET website, which also covers additional types of evidence you may encounter. If your products are delivered and claimed to be certified products, check invoices or delivery notes for proof of certification. In cases of non-certified timber, request alternative evidence of compliance. More information on how to check evidence of compliance is available [here](#).

STEP 6: Keep a record

Simple records on goods received are easy to set up – CPET can provide sample spreadsheets. To reduce the burden for Local Authority personnel, it is also recommended that suppliers are requested to provide regular data on the sourcing of timber with basic details as a condition of the contract.