

DIRECTIVE 01-2018 FEBRUARY 2018

TRANSITIONAL ARRANGEMENTS FOR THE RESPONSIBLE WOOD LOGO

Background

The Australian Forestry Standard Ltd was renamed Responsible Wood in November 2017 and the new Responsible Wood Logo launched. (See **Figure One**)



Figure One: Responsible Wood Logo

This directive is to provide instructions to Accredited Certification Bodies auditing the Responsible Wood Certification System on transitional arrangements and policies for the phase out of the AFS Logo and adoption of the Responsible Wood Logo by certified organisations.

Transitional Arrangements

1. Certified organisations may continue to use the AFS Logo (**Figure Two**) until 31st December 2019. From 1st January 2020, all active use of the superseded AFS Logo must cease.
2. Certification Bodies have responsibilities to verify Logo Use under the Responsible Wood Scheme Rules for Sustainable Forest Management and Chain of Custody. Certification Bodies are requested to undertake the following surveillance activities during the transition period.



Figure Two: Superseded AFS Logo being phased out

- a. Audit schedules shall be adjusted and Logo usage shall be audited at each surveillance audit falling within the transition period.
- b. Certification Bodies are instructed to identify usage of the AFS Logo and raise “observations” where use is identified. The “observation” is to ensure certified organisations are aware of their obligations to cease the use of the AFS Logo by the transition date.
- c. Certification Bodies shall verify that certified organisations have applied for usage of the Responsible Wood Logo and have on file a “Logo Use Contract” for the Responsible Wood Logo. Where application has not been made, or contracts are not in place, observations shall be raised.
 - Certification Bodies shall verify Logo Use on the following items:
 - On products
 - On packaging materials
 - On websites
 - On electronic and printed promotional materials
 - On stationary and business cards

3. Use of the AFS Logo post 31st December 2019.

Active use of the AFS Logo on product, websites and promotional materials after 31st December 2019 will be considered a “minor non-conformance”. Failure to address the minor non-conformance within the established time frame may result in this matter being escalated to a “major non-conformance”.

Possession of inventory, stock and printed materials with the AFS Logo is not a non-conformance provided the Logo was applied prior to 31st December 2018 and replacement materials will carry the Responsible Wood Logo.

4. Use of the Registered Trademark Symbol ®

The Responsible Wood Logo and their Rules of Use have been submitted to the ACCC for registration as a Registered Certification Trademark. Once registration is approved, Logos will be reissued to certified organisations with the ® symbol. Further guidance will be provided to Certification Bodies at that time.

Please feel free to contact Responsible Wood on 07 3359 1758 or info@responsiblewood.org.au should you have further questions.

**Approved by the Responsible Wood Board of Directors
20th February, 2018**