Chain of Custody Certification Checklist

A chain of custody certification checklist for businesses handling certified forest products. Use it to review records and handling steps before an audit.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Certification scope defined	☐	☐	☐
Supplier records on file	☐	☐	☐
Product labeling checked	☐	☐	☐
Material separation steps	☐	☐	☐
Sales records organized	☐	☐	☐
Staff training recorded	☐	☐	☐
Complaint handling noted	☐	☐	☐
Audit contact arranged	☐	☐	☐
Corrective actions tracked	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Use the standard your certifying body gives you, and ask them what records an auditor will want to see.