1   Purpose

This document provides information on how to ensure timber products are responsibly sourced for those working in construction and commissioning activities. This guidance is to support the *Level 2 Contract Requirements Environment standard NR/L2/ENV/015.*

1.1   WWF-GFTN membership

Network Rail is a member of the World Wide Fund for Nature (WWF) Global Forest and Trade Network (GFTN), which aims to eliminate illegal logging, committing us to progressively source forest products from well-managed sources.

Network Rail's policy is to source timber products that are certified by either:

- **Forestry Stewardship Council (FSC)** - The FSC certification scheme requires evidence that timber is not only legally logged but also sustainably managed to maintain viable forest resources for future generations. FSC also applies proven audit and assurance procedures. Or;
- **Programme for the Endorsement of Forest Certification (PEFC).** For timber supplied from lower risk global regions (UK, European Union or United States), the PEFC scheme is sufficient. WWF GFTN considers that there is more variability in the robustness of PEFC national certification schemes and therefore Network Rail require that species and country of origin be reported for PEFC timber.

2   Timber reporting category definitions

When assessing compliance , certification schemes use five categories for defining the status of timber or timber-derived products. Timber sourced on behalf on Network Rail must be defined as Credibly Certified or Source Verified depending on where it originates. Recycled timber is acceptable to reuse.

Credibly Certified   Applies only to timber products certified under the Forest Stewardship Council (FSC). Timber products must be supported by evidence of valid certification and chain of custody. As the end user we need only check the valid certification of the merchant who supplies us.

Source Verified   Applies to timber products certified under other acceptable schemes such as the Programme for the Endorsement of Forest products (PEFC). Timber products must be supported by evidence of valid certification and chain of custody. As the end user we need only check the valid certification of the

merchant who supplies us. PEFC provides a lower level of responsible sourcing assurance than FSC, but does provide adequate evidence of legal logging.

Source Assessed	Timber without recognised certification can be classed as source assessed if it has been subject to a due diligence assessment to verify legality, in accordance with the EU Timber Regulations. The due diligence process is complex and onerous. Source assessed timber is not acceptable for use in Network Rail.
Recycled	Acceptable, providing there are auditable records of where and when the timber was obtained.
Limited Knowledge of Source	This includes all timber where certification or traceability cannot be demonstrated. This could be because timber was not certified, or the chain of custody was broken at some point in the supply chain making it impossible to confirm transfer of valid certification between successive handling agents. Timber with limited knowledge of source is not acceptable to Network Rail.

3   Acceptable certification schemes

4 Procurement

Network Rail recognises two certification schemes (FSC & PEFC) and timber responsibly sourced under these schemes must be specified in the sourcing process. Suppliers must provide a list of timber products they intend to use for a project together with the associated timber certificates.

4.1 Authenticity of certificates provided should be validated against the **{ HYPERLINK "https://info.fsc.org/certificate.php" }** or **{ HYPERLINK "https://www.pefc.org/find-certified/certified-certificates" }**. Validation should include the name and location of the facility and the scope of certification. Off-site manufacturers must be adequately certified to maintain chain of custody.

4.2 Whole-life cycle of timber should always be considered during the project design and procurement of timber based materials to ensure it meets the business requirements and can ultimately be reused or reclaimed.

5   Delivery and chain of custody

Delivery notes should be retained for five years to provide an auditable trail for Network Rail, or others, to sample and investigate timber supply records. All delivery notes for Network Rail projects, works or facilities must satisfy the following requirements:

a)   Clearly state the name of the supplying merchant;

b)   Have a unique reference number;

c)   State the date;

d)   Identify a named Network Rail project or operational location as the delivery site;

e)   Include itemised timber consignment details;

f)   State clearly which consignment items are covered by which certification scheme, with the valid certification codes shown. Certification codes are typically represented in the following stylised format: FSC: TT-COC-XXXX; PEFC: BMT-PEFC-XXXX

If certification cannot be demonstrated from the delivery note, products have to be down-graded to 'Limited knowledge of source'. It must be taken up with the merchant where a timber supplier consistently fails to show certification status on their delivery notes.

6 Assurance

The following activities should be undertaken by those receiving timber supplies on behalf of Network Rail, or a Network Rail project:

1. Verify that delivery notes meet all the requirements from section 5, including the statement of which FSC (or PEFC) certification number/codes apply;
2. Report timber consumption to Network Rail on a periodic basis (see section 7 for more detail);

3. Maintain a file of delivery notes for inspection/audit;
4. Assign responsibilities on site to champion these requirements;
5. Train those receiving deliveries on the requirements;
6. Raise with suppliers if delivery note requirements are not met.

7 Monitoring and reporting (in accordance to Timber KPIs)

Timber data should be reported in the following ways:

1) Extract and submit specified timber performance indicators to Network Rail on a periodic basis, no longer than 3 working days after the end date of each period, using the approved business unit KPI platform. Data should be collected for:

- Total volume of certified timber (m3) (FSC or PEFC)
- Total volume of uncertified timber (m3)

2) Submit a completed Network Rail timber reporting worksheet to { HYPERLINK "mailto:SustainableDevelopment@networkrail.co.uk" } on a quarterly basis. This template can be found on the { HYPERLINK "https://safety.networkrail.co.uk/home-2/environment-and-sustainable-development/environment/responsible-timber/" } on Safety Central.

7.1 Calculating volume of timber

Timber volume is calculated using two different units as follows:

Product Volume (m3)	The direct volume of a processed timber-derived product calculated from the product dimensions (WxDxL)
Round Wood Equivalent (RWE) (m3)	Also known as 'wood raw material equivalent' (WRME). RWE = the volume of tree timber required to manufacture the stated volume of processed timber product, allowing for the manufacturing wastage. RWE is

calculated by multiplying 'product volume' with a conversion factor from a standard schedule of product conversion factors. E.g.

RWE conversion factor for plywood = 3.67

RWE conversion factor for sawn/PAR softwood = 2.13

Both volume units are required when reporting timber use, but RWE is the primary volumetric unit for WWF-GFTN because it more accurately reflects our consumption of global forestry resources.

> **Please note:** The standard Network Rail timber reporting spreadsheet calculates RWE volume automatically as long as the product volume has been accurately calculated and the timber product has been assigned to the correct 'product group' so that the right conversion factor is applied.

7.2   Avoiding errors when calculating product volume

Significant errors have been found in past with reported timber volume calculations. Where errors are made at a consignment level, validity of the entire Network Rail annual reporting process is undermined. Please be wary of the following common mistakes:

- Be careful with decimal point shifts when converting mm to metres;
- Report the dimensions of materials correctly;
- Include all the items in a consignment.

All these can have a large impact on the overall volume reported.

> **Example:**
>
> 976m of 47mm x 100mm kiln dry joist/carcassing → 0.047m x 0.1m x 976 = 4.58m^3
>
> 40nr 18mm plywood 2400x1220mm → 2.44m x 1.22m x 0.018m x 40 = 2.11m^3

> **Please note:** The standard Network Rail timber reporting spreadsheet includes a simple tool to help calculate volume from a wide range of timber products including sheet products, sectional timbers, doors, etc. The Infrastructure Projects HSE KPI tool also uses pop-up windows to help with selection of product group.

7.3   Select the right product group for RWE conversion factors

Timber Product Group	Examples of common timber construction products	RWE conversion factors
Fibreboard (Compressed)	MDF, HDF, hardboard	2.35
Fibreboard (Non Compressed)	Insulation board, pin board	1
Joinery	windows, doors	3.5
Manufactured Product - non-pulp (general)	furniture	2.4
Particleboard	OSB, chipboard	1.62
Plywood	plywood	3.67
Sawnwood (hard)	carcassing (i.e. 4x2; 3x3); skirting, moulding, PSE, cladding from hardwood	2.09

Sawnwood (soft)	carcassing (i.e. 4x2; 3x3); skirting, moulding, PSE, cladding from softwood	2.13
Sleepers (general)	sleepers	1.58
Paper	Writing and printing paper	4.3

In past reporting periods, there have been incidences of products wrongly categorised causing errors in the volume calculation because each product group has a different RWE conversion factor. The table below indicates most of the common product groups and the RWE conversion factors.

7.4 Species and Country of Origin

Credibly certified FSC - Species and country of origin do not need to be known or reported for FSC timber. This is because the FSC certification scheme applies proven assurance standards across all its international operations.

Source verified PEFC - WWF GFTN consider that there is more variability in the robustness of PEFC national certification schemes and therefore ask that species and country of origin should be reported for PEFC timber (as defined in section 1.1)

To view all environment and social KPIs and how they are to be reported, please refer to the *KPI Guidance Note NR/GN/ESD23*.