



*TECHNICAL GUIDELINES
FOR THE CTB-B+
QUALITY MARK*

Document supplemented by technical specifications

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TECHNICAL GUIDELINES FOR THE CTB-B+ QUALITY MARK

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Characteristic of the logo

Information label model for "treated wood" intended for charges, batches or delivery units

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CTB-B+ TECHNICAL GUIDELINES

Certification Management

Article 1 - PURPOSE

These Technical Guidelines state, as part of the General Rules of the CTB Mark, **the conditions of licensing and right to use the CTB-B+ Quality Mark.**

It is validated by the Mark Committee and approved by the Managing Director of FCBA.

Article 2 - SCOPE

The CTB-B+ Quality Mark applies to:

- a) Solid wood used as a construction product including round wood and civil engineering works. It also applies to various uses such as: packaging, furniture, etc.
The Quality Mark defines the fitness for use of the wood by use class.

- **For the durability of material:** this is assessed with respect to French Standards NF B 50-105 part 3, NF EN 350 parts 1 and 2, and NF EN 351 part 1. The specifications described in these standards are defined in order to give the treated wood a service life compatible with the performance expected by the market within its use class.

Note that a service life is not a guarantee.

The service life is a duration of use for the majority of pieces of wood used in a same use situation. It is largely dependent on the use conditions of the wood and the quality of implementation. Some wood will therefore have a service life greater than this period, and others less.

A commercial warranty is a contract between the supplier and their customer to meet the contractual requirements that define the duration and scope. It should be noted that there are legal warranties that apply where appropriate.

For example: "in the field of construction, the warranty under Article 1792 et seq. of the French Civil code is 10 years, although the service life is generally more than that."

- **For the safety of material:**
 - ⇒ on the basis of the characteristics of wood species with respect to Standard EN 350
 - ⇒ on the basis of the fitness for use of the treatment products (EN 351) – (EN 599) and CTB-P+ quality certification.

- b) Panels to certify their resistance to termites
- c) Fibreboard panels:
For these panels, the certification requirements shall be defined at a later date. Wet and dry processes should be considered. These types of panels are defined in Standard EN 622-4.

Article 3 – GOVERNANCE OF THE MARK

A Mark Committee, supported by technical experts, toxicologists and environmental specialists, is set up to assist FCBA in the management of this Mark.

The composition of the Mark Committee and the appointment procedure of its members, Chairman and Vice-chairmen are stated in appendix 1. The Board is made up according to paragraph 5.1.2.3. of the General Rules of the CTB Mark. The Board may call upon any expert during its deliberations.

Article 4 - CONDITIONS FOR GRANTING THE RIGHT TO USE

4.1 Granting the Right to Use

The right to use the CTB-B+ Mark is granted to:

◆ **a manufacturer:**

For a manufacturing site designated by:

- types of wood species (hardwood, softwood), by type of wood (round wood, sawn wood) and by use class,
- or by type of panel for anti-termite protection,

◆ **a buyer/manufacturer** meeting the following definition:

"Buys CTB-B+ treated wood to process it into works, intervenes to preserve the level of protection of the treated wood".

This last category includes all use classes, and specifically class 4.

4.2 Conditions to be fulfilled by the applicant

The applicant must:

- ⇒ **undertake to comply with the General Rules of the CTB Mark and these Application Guidelines,**
- ⇒ **meet the definition of a manufacturer or buyer/manufacturer given in paragraph 4.1,**
- ⇒ **have the required means of control defined in appendix 2 and have set up a quality assurance system that is compliant with the guideline requirements.**

4.3 Conditions to be fulfilled by the wood

Solid wood and panels should be treated with a preservative suitable for use in the intended class and according to its application procedure. The precise description of the application procedure features in chapter 2 of the technical specifications. Any other product/procedure combination with the same guarantees may be accepted provided that the expected final requirements are met.

Article 5 - APPLICATION FOR THE RIGHT TO USE

The applicant shall address its application to FCBA, in accordance with appendix 5 and pay the corresponding fees (appendix 4).

The application file includes:

- ◆ an application letter, following the attached template (appendix 5),
- ◆ a reference including the expected performance levels for solid wood and panels, as well as the company's quality assurance procedure responding to the control provisions described in appendix 2.

The applicant may propose a preservative application procedure that is different from the product/procedure combination. In this case, the applicant shall provide a **feasibility study** for this procedure.

In particular, any mixing of water-dispersible products should be verified.

Indeed, such mixtures can lead to phase imbalance and the control of progressive concentrations can no longer be used to verify the continued efficacy.

Consequently, the manufacturer should describe its mixing/substitution procedure to the Mark Committee which will give its opinion after FCBA have verified the compatibility of the two products and verified that the concentrations corresponding to the thresholds are reached for the intended concentration ranges.

The same applies to the use of wood species that are insufficiently described or not classified in Standard EN 350-2.

These feasibility studies should be adapted to the specificities of the given products and procedures. They involve carrying out a life-size procedure application test on samples of wood of sizes and species that correspond to reality.

In this case, the following should be described in detail:

- the materials needed for the application of the procedure;
- the usable treatment products are stated with, if necessary, the specific precautions to take for each of them;
- the state of the wood (machining, moisture, etc.) is specified;
- the application process for the procedure is described;
- additional precautions that need to be taken are stated;

- the use class(es) to cover are indicated.

After application of the procedure, compliance of the wood with the standards in force and the use classes covered are verified by means of chemical analysis. Sampling is conducted in accordance with the methods described in Standard EN 351-2.

This study is normally carried out by FCBA, but it may be executed by any other laboratory recognised by it with the agreement of the Mark Committee.

Article 6 - APPLICATION PROCESSING

Examination of the application is the responsibility of FCBA:

This includes:

- ⇒ an initial inspection visit,
- ⇒ the evaluation report of the compliance of the file with the requirements of these Guidelines.

Article 7 - OBLIGATION OF THE OWNER OF THE RIGHT TO USE THE CTB-B+ MARK

The company shall:

- ⇒ **keep the technical documents and safety data sheets for the products used: information on the hazards and precautions to be taken must be clearly displayed at the treatment product station,**
- ⇒ **keep a record of all complaints relating to the certified products and how they have been handled,**
- ⇒ **comply with the treatment specification described in the technical specifications,**
- ⇒ **have a quality verification procedure (cf. Appendix 2),**
- ⇒ **agree to Mark control visits,**
- ⇒ **pay the fees set out in appendix 4 of these Guidelines,**
- ⇒ **identify the certified wood by means of a Marking (Appendix 3),**
- ⇒ **market each batch of treated wood with a treatment certificate, fully completed and bearing the CTB-B+ logotype**

In the case where the treatment facility is part of an organisation or a group of facilities bearing the same generic name, all of the facilities shall be owners of the right to use the CTB-B+ Mark for the recognised use class(es). An extension may however be granted by the Mark Committee in order to regularise the situation of all the facilities by defining the channels of communication.

The Quality Plan is set up for all of production with regard to traceability and recording. Part of production may be commercialised outside of CTB-B+ certification. The company's Quality Plan shall include the measures adopted from a traceability and communication point of view, to avoid any confusion in the marketplace between products that are CTB-B+ certified and those that are not.

For batches of wood sold out of certification, the treatment certifications should state that the given products are not certified. The logo, as well as all the wood use classes that are not attainable by the treatment, should be crossed out. This provision does not apply to companies whose wood is certified by third parties in a scope similar to that of CTB-B+ (for example, NTR and ATG certifications).

In the case of samples that are performed on the market, to verify compliance, and compliance with the provisions in appendix 2, the company, upon request of the CTB-B+ Manager, shall provide an exhaustive list of customers to which CTB-B+ certified wood has been supplied.

Article 8 – CHANGE TO A MANUFACTURER'S ACTIVITY

8.1 Transfer of manufacturing

In the case of transfer of manufacturing to a new site, the manufacturer shall inform FCBA of this transfer before it is carried out and shall provide the quality verification procedure (cf. appendix 2) intended for this new site.

A transfer of this kind is treated as an application.

FCBA will subsequently initiate a new application in the conditions laid down in article 6 of these Guidelines.

8.2 New preservative

The Manufacturer must inform FCBA of any changes to the treatment products. These changes must meet the requirements describes in the CTB-B+ Certification Guidelines.

These changes may be subject to a new application phase before the issuance of right to sue, if the use of this new product requires modifications to its use.

Compliance of products is verified during the audits and after the test results.

8.3 New procedure

For the admission of a new treatment procedure for a CTB-P+ certified product, and if it is not a procedure that has already been described, the supplier of the treatment product shall conduct a pre-feasibility study under the conditions laid down in article 5 before proposing this procedure to users.

8.4 Change of leadership/management/transfer of business

The owner of the right to use shall inform FCBA of any transfer of activity, change of company name, leadership or internal organisation, and in particular if there is a change of Production Manager.

FCBA will adjust the dates of the next audits according to the relevance of the change to ensure that the quality provisions developed within the framework of CTB-B+ certification are upheld.

Article 9 - USE OF THE CTB-B+ MARK

The status of owner of the right to use the CTB-B+ Mark is made concrete by a right to use notification from FCBA, with:

- for solid wood: details of the given facility, the certified use classes, the treatment procedures and the product used.
- for panels: details of the company that will carry out the anti-termite treatment, the type of panel and its anti-termite protection.

A Quality Certificate summarising this information and in accordance with the requirements of Article 10 of the Act of 3 June 1994, is issued for a period of 3 years.

The CTB-B+ Mark right to use owner may include this on its sales literature, invoices, letter text, miscellaneous printed matter, in its advertising and service proposals, but must state the use classes for which the facility has the right to use and at least 90% of the marketed products should have a quality level that is in line with the requirements of the CTB-B+ Mark.

If there are two facilities, bearing the same name or similar names that may confuse the user, only the technical documents, treatment certificates, etc. relating to the licensed facility may bear the CTB-B+ logo.

Use of this logo is only authorised on documents relating to treated products that comply with CTB-B+.

Article 10 - LOSS OF THE RIGHT TO USE THE CTB-B+ MARK

Withdrawal of the right to use shall be notified by FCBA after consultation with the Mark Committee. This withdrawal may occur through **failure to meet the technical and/or administrative commitments** laid down in these Guidelines and in the General Rules of the CTB Mark.

The status of owner of the right to use the CTB-B+ Mark can also be lost by:

- ◆ **resignation,**
- ◆ **cessation of activities.**

Withdrawal leads to the removal of the owner of the right to use the CTB-B+ Mark from the lists that are updated regularly by FCBA.

Article 11 - QUALITY SYSTEM – CONTROL

Acceptable quality systems are based on the quality assurance models set out in Standard NF EN ISO 9001 and, as a minimum, on the provisions contained in appendix 2, in accordance with chapter 2 of the technical specifications.

FCBA visits the plants to ensure the reliability of the provisions made by the manufacturer. *By application of the General Rules of the CTB Mark, the visits may be unexpected.* FCBA may carry out as much sampling as it deems necessary for the purpose of verifying the compliance of the treated wood, including on the market (cf, appendix 2).

Presentation to the Mark Committee

FCBA informs the Mark Committee of any detected anomalies and, in accordance with paragraph 7.3. of the General Rules of the CTB Mark, informs them, at least once a year and in an anonymous form, of all the controls carried out.

Article 12 - SANCTIONS

Sanctions are decided, notified and applied in accordance with the General Rules of the CTB Mark.

- ❖ **In case of suspension**, the manufacturer shall apply, within the time frames set, the condition notified by FCBA in order to regain the right to use the Mark. At the end of the suspension period, the results are presented to the Mark Committee which may request an extension to, or the lifting of, the sanction.
- ❖ **After the sanction withdrawing the right to use**, a manufacturer who wishes to regain this right shall submit a new application in accordance with Article 5.

Article 13 - APPEAL

If the party concerned disputes the validity of the sanction brought against them, they may appeal in accordance with the General Rules of the CTB Mark.

Article 14 - USER INFORMATION

For information of users to whom the certified wood is intended, FCBA publishes lists that are regularly updated. These lists are also distributed by electronic means.

Article 15 - FINANCING

The structure of the financial terms and conditions is indicated in Appendix 5. It is subject to an available rate that is regularly updated.

Article 16 - MODIFICATION OF THE APPLICATION GUIDELINE

These Technical Guidelines may be modified after consultation and validation by the Mark Committee, and approval by the Managing Director of FCBA. FCBA shall notify all the Mark licence holders specifying the deadline for compliance with the new requirements.

Appendix 1

LABEL COMMITTEE

FCBA is assisted in its management of the CTB-B+ Label by a Label Committee. The Committee's responsibilities are set out in article 5 of the CTB Label General Rules and stipulated in article 3 of this reference document. Furthermore, the Label Committee may be assisted in its deliberations by technical or toxicological, safety and environment experts appointed in accordance with articles 3 of this reference document and the CTB Label General Rules.

1. - COMPOSITION

The Committee consists of 3 colleges, the first two of which are common to the CTB-P+ Committee:

- **Public authorities, scientific and technical bodies' college**
- **Users' college**
- **Representatives of CTB-B+ Label holders' college**

The Label Committee composition complies with the requirements set out in the CTB Label General Rules.

Any change in Committee membership is subject to the Committee's approval prior to appointment by FCBA.

The full list of Committee members is kept up-to-date by the Label Manager and made available to anyone who wishes to consult it.

In the special case of holders' representatives on the Committee, the number of these representatives must be balanced with the number of members of the other parties represented.

2. – APPOINTMENT METHOD

- The representatives of the first two colleges are proposed by the body that they represent.
- The CTB-B+ Label representatives are elected for a 3-year period by all the CTB-B+ Label holders.

The Committee members are appointed by the Managing Director of FCBA; they may be represented by a substitute, who must be appointed in advance and is subject to the same obligations as the person he/she represents.

Outgoing titular members may stand for re-election.

Titular holders grouped together in a single commercial entity following a merger, association, amalgamation, financial absorption or simply commercial agreements may only have one seat on the Committee.

If there is a vacant titular member's seat, an election is held to fill it.

A titular member's seat is considered to be vacant:

- ➔ if the member resigns
- ➔ if his company disappears
- ➔ if his company is sold to a third party
- ➔ if his company stops manufacturing wood or preservation products under the Label for at least a year
- ➔ following the withdrawal or suspension of the usage right for more than a year
- ➔ as a result of absence from or non-representation at 3 successive meetings of the Label Committee, justified or otherwise.

A titular member's seat may not be transferred to a licensed third party or successor.

Failure to attend 3 consecutive Committee meetings may lead to the appointment of a new substitute member.

3. - ELECTION OF THE CHAIRMAN AND VICE-CHAIRMEN

The Committee members will elect a Chairman and three Vice-chairmen representing each of the colleges.

Terms of office will be **3 years**. Elections will take place at the start of the first meeting following each renewal of the manufacturer members.

4. - BOARD

The Board is made up of the Chairman, the three Vice-chairmen and FCBA. It may call on the services of any expert to assist in its deliberations.

FCBA may consult the Board in an emergency, with the Chairman's agreement. The Label Committee is then informed at the next meeting of the decisions taken by FCBA after consulting the Board.

Appendix 2

CONTROL PROVISIONS

(minimum procedure)

1 – QUALITY SYSTEM OF THE TREATMENT FACILITY

1.1 Treatment of solid wood

The treatment facility must take all the necessary measures to ensure that the treatment certification corresponds to the protection actually conferred on the treated wood.

These necessary measures, to be respected as a minimum, include:

1.1.1. Wood species

For all the species that it deals with, the facility must know:

- **The durability and impregnability characteristics of the heartwood** (natural durability) knowing that sapwood is not naturally resistant,
- **impregnability of the zone to protect (sapwood and heartwood)**

Impregnable wood is wood that allows cross-sectional penetration of more than 3 mm.

To be recognised as suitable for treatment, impregnable species must therefore:

- **be durable in the heartwood zones,**
- **be durable in the sapwood zones,**
- **be completely stripped of their bark and phloem before treatment.**

Fitness for use is therefore defined according to compliance with the critical values and attainable penetration levels.

If the species treated in a treatment facility are graded differently (impregnable and not impregnable), the facility should have an identification system in place in order to differentiate the different wood species. If this system does not exist, the species used are naturally deemed not impregnable and naturally not durable.

Given the possible risks of mechanical and biological degradation, risks that are difficult to control and adversely affect the overall quality of the finished product, **fire-damaged wood (carbonised bark) does not receive CTB-B+ certification.**

For case-hardened wood:

In the case of artificially dried wood, the company must, through the implementation of specific quality assurance provisions, ensure that the timber brought to be treated is not case-hardened. This is to ensure compliance with the expected penetration and retention requirements. Treatment facilities must approve the supplies by means of:

- An impregnation test to be carried out on about ten pieces of wood taken from wood that is not in the stacks. After treatment and fixing, the wood is cut at least 30 cm from the ends to characterise the penetrations and assess compliance with the requirements.
- Establishing a contractual provision with suppliers with respect to the non-acceptance of case-hardened wood.

1.1.2. Treatment technique

Preservative treatment involves a combination of: ***the preservative product and the procedure.***

Any change to the product or procedure should have prior approval from the FCBA. In particular, it is prohibited to mix products, certified or otherwise, unless the feasibility has been demonstrated in advance.

The treatment facility should establish treatment records.

To measure the core moisture content of the wood, isolated points with resistive moisture meters should be used.

1.1.3. Maintenance of the equipment

The treatment equipment includes, among other things:

- ◆ vessels (dipping), autoclave treatment units, spraying tunnels
- ◆ equipment for diluting and using the treatment products
- ◆ the storage of treatment products that contribute to their implementation
- ◆ Measuring instruments: hygrometer, refractometer, scales, dials, recorders, etc.

The equipment should be maintained in proper working order and be cleaned. In particular, the vessels, tanks and treatment tunnels should be regularly cleared of their sawdust or waste. The hygrometers and measuring devices (dials, vacuum gauges, refractometers, etc.) should be regularly inspected.

The facility should keep a register to record the dates the equipment was serviced, dates of inspections and the result of the treatment solution inspection by the manufacturer if required.

1.1.4. Placing the treated wood on the market

The wood should be marketed with a fully completed treatment certification in accordance with NF B 50-105.3. This certification is either in the form of a counterfoil booklet with the copy for inspection at the facility, or it is provided electronically.

Traceability between the source of the wood, treatment operations, invoices, and treatment certifications should be established.

The wood is marked so it can be identified on the market. The procedures for this marking are specified in appendix 3.

1.1.5. Preparation of treatment solutions

The treatment facility must have the necessary means to accurately quantify the quantities of concentrated products and dilution water.

↪ **for water**, the quantities may be determined using a water meter or a graduated container, which can be the preparation tank.

↪ **for concentrated products**, the quantities can be measured directly:

- ⇒ either using scales,
- ⇒ or a tank with graduations that have been determined beforehand by weighing the concentrated product,
- ⇒ or by any other system that is able to determine the quantities of concentrated products required with the same degree of accuracy.

If the company does not have the means for chemically analysing the concentration on the treatment site, data sheets for solutions including as a minimum the quantities of the concentrated treatment product and water used for each treatment solution preparation must be implemented.

The facility should have a written procedure, prominently displayed next to the autoclave, describing the manufacturing process of its treatment solutions.

1.1.6. Monitoring of the quality system

Procedures for handling non-conformities, recording and handling complaints must be in place.

1.2 Treatment of panels

1.2.1. Case of treating panels after their manufacture

The applicable quality provisions are identical to those for the treatment of solid wood.

However, a check should be made to ensure that the intrinsic characteristics of the panels are preserved at the end of treatment.

1.2.2. In cases where the treatment product is used during the panel manufacturing process stage.

The company should use its Quality Plan to ensure as a minimum:

- That the dosage of the anti-termite product is fully controlled and is in compliance with the requirements agreed with the supplier of the product and the FCBA according to the results of the tests.

The quantities of the treatment products used must be clearly recorded.

- That the quantities of the treatment products used are homogeneously distributed.
- That the intrinsic performances of the panels are preserved (compliance with the technical requirements specific to the type of panel concerned)
- That traceability is established between the manufacturing of the panels, the batches of treatment product used, invoices and treatment certifications.
- That procedures for handling non-conformities, recording and handling complaints are in place.
- That the treatment certifications attesting to the effectiveness of the anti-termite treatment are delivered with each invoice.
- That the treated panels are identified by specific marking (appendix 3)

2 – FCBA CONTROLS

FCBA verifies the requirements in the previous chapter. It ensures the recording and handling of complaints during control visits. The frequency is twice a year.

However, for companies carrying out treatment that are in category 1, and for those that have a quality control system with an equivalent technical level, one visit per year will be made; in the case of non-conformity, an additional visit will be made. Verification of the treatment technique - possibly by attending one or more treatment operations - is carried out whether it is an initial inspection visit or a control visit.

2.1 Treatment of solid wood

For the chemical analysis conducted by the FCBA, sampling of several test specimens of wood taken from several batches may be performed on wood that has been treated:

- ❖ at the treatment operation carried out during the visit, provided that the treatment product is fixed
- ❖ in stock,
- ❖ on the market.

At each visit the treatment solution may be sampled for verification of the concentration control by chemical analysis.

For these analyses, FCBA can also use the results:

- of controls carried out at the facility if the company's chemical analysis equipment is controlled and validated by FCBA.
- from external (third-party) laboratories such as suppliers of treatment products, if the sampling procedures are compliant this guideline and if the analytical methods are validated by the FCBA.

Wood sampling must be compliant with standard NF EN 351-2 for the sampling control. For wood treated in stock, where possible, the number of samples is determined in the same way. A minimum of 10 representative samples will be taken by the FCBA to verify treatment compliance.

The samples are taken at least 300 mm from the nearest end and at least 100 mm from knots. For treatment by autoclave, the samples are an average of 1 to 2 mm thick; for wood treated using surface treatment methods, they are an average of 10cm long.

Verification of retention is conducted on the analytical zone of a composite sample (all of the analytical zone of samples obtained by mixing and grinding).

For maritime pine samples, the results of the analysis take into account the density of the wood taken on each sample. For other wood species, the average density according to EN 350-2 is used for this calculation.

In the case of core samples, 8 pieces of untreated wood are sampled to evaluate the density. The quantity of wood should be sufficient to carry out the analyses and therefore a large number of cores samples should be taken.

Compliance of the wood and the work of the company with this guideline is assessed based on:

- ↳ the results of the analysis of the samples taken
- ↳ the relevance and compliance with the various points in the Quality Plan implemented in the company.

2.2- Treatment of panels

2.2.1. Case of treating panels after their manufacture

The FCBA control provisions for the treatment of solid wood are applicable.

However, this will be further verified during visits to ensure that the treatment company has ensured that the intrinsic characteristics have been retained following treatment.

A minimum of 10 representative samples will be taken by the FCBA to verify treatment compliance. The sizes of the samples taken must be sufficient to enable chemical analysis tests to be conducted.

2.2.2. In cases where the treatment product is used during the panel manufacturing process stage.

Due to the manufacturing process, it should be borne in mind that treatments confer anti-termite protection in the mass of the panel.

The company must demonstrate the compatibility of the resin/treatment product mixture by means of a study conducted with each supplier.

In addition to verification of the adequacy and monitoring of the company's Quality Plan, a test should be carried out annually according to FCBA-BIO-E-043: EN 117 amended (5 test pieces) to verify that the quality of the treatment confers anti-termite protection on the panels. The criteria are: no rating higher than 3, 100% termite mortality.

For the chemical analysis conducted by the FCBA, sampling of several test specimens of panels taken from several batches may be performed on panels that have been treated:

- ❖ on the treatment operation carried out during the visit,
- ❖ in stock,
- ❖ on the market.

A minimum of 5 representative samples from a production batch will be sampled by the FCBA auditor to verify the compliance of the treatment by chemical analysis of the biocide content. The sizes of the samples taken must be sufficient to enable chemical analysis tests to be conducted.

Verification of retention is conducted on the analytical zone of a composite sample (all the analytical zone of samples obtained by mixing and grinding).

Appendix 3

MARKING OF TIMBER

Any CTB-B+ certified timber purchaser must be able to recognise the agreed performance level (classification of use) upon delivery or on the project site. A timber tracking system must therefore be implemented, according to piece, wooden product or batch, with the CTB-B+ logo.

This tracking may take the following forms:

- a pellet embedded by force (essentially for wooden products). The description of the pellet must be indicated on the processing certificate,
- a mark with an inking roller (the mark must be indicated on the processing certificate),
- a paint marking if no other solution is possible
- an engraving (branding hammer)
- or any other process admitted by the CTB-B+ mark, for instance, the CTB-B+ logo followed by the no. of the holder of the right of use of the CTB-B+ mark (the marking may be linear whenever circular shapes are not adapted).

According to the classifications of use of timber of standard NF EN 335, the marking will be as follows:

CHARACTERISTIC OF THE LOGO



Example of marking



Class 1



Class 2



Class 3

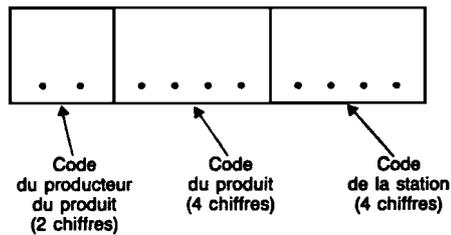


Class 4

CODIFICATION OF PROCESSING STATIONS OF THE HOLDERS OF THE RIGHT OF USE OF THE CTB-B+ MARK

Each site (station) features an identification number which will be indicated on the processing certificates.

This number relates to the following codification:



LABEL MODELS OF "PROCESSED TIMBER" INTENDED FOR LOADING, BATCHES OR DELIVERY UNITS

MODEL 1:

	Processed timber CLASS <input type="text"/>
	NF B 50-105.3 compliant
	Station code <input type="text"/>
	Batch reference <input type="text"/>

MODEL 2:

CLASSIFICATION OF USE:		Q U A L I T E	
		 CTB B+	
BATCH REFERENCE:		C E R T I F I E E	
		M A T E R I A U B O I	
OTHER:		Company name and contact details of the holder of the CTB-B+ MARK (station code)	
		HOLDER'S LOGO	

INFORMATION NOT RELATED TO THE PURPOSE OF THE CERTIFICATION
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Appendix 4

FINANCIAL SYSTEM

The rates are applicable to the total volume produced by the company.

1 – CONTROL, MANAGEMENT, RIGHT OF USE

		category 1	<	1,000 m3
1,000 m3	<	category 2	<	3,000 m3
3,000 m3	<	category 3	<	7,000 m3
		category 4	>	7,000 m3

2 – TRAINING

3 – GREATER CONTROL

4 – TRAVEL COSTS

For any company that has a right of use and whose processing sites are located outside of France, travel costs are paid in addition to any control and inspection or training fees.

5 – COST OF AN INSPECTION

6 – PROMOTING THE BRAND

ADJUSTING AND REVIEWING PRICES

At the start of each calendar year, adjusted prices will apply based on the following annual review formula:

$$P(n+1) = P(n) \times [I(n) / I(n-1)]$$

Where P(n) and P(n+1) are the price of years n and n+1

And I(n) and I(n-1) are the engineering index from the month of August for years n and n-1.

Details of the financial system rates are available on a separate document.

FINANCIAL SYSTEM - 2017

ADJUSTING AND REVIEWING PRICES

At the start of each calendar year, adjusted prices will apply based on the following annual review formula:

$$P(n+1) = P(n) \times [I(n) / I(n-1)]$$

Where P(n) and P(n+1) are the price of years n and n+1

And I(n) and I(n-1) are the engineering index from the month of August for years n and n-1.

A - Processing company

	category 1	<	1,000 m3	
1,000 m3	<	category 2	<	3,000 m3
3,000 m3	<	category 3	<	7,000 m3
	category 4	>	7,000 m3	

	Category 1	Category 2	Category 3	Category 4
Control, management and right of use	€ 1 828 (excl. taxes)	€ 3 659 (excl. taxes)	€ 5 081 (excl. taxes)	€ 6 218 (excl. taxes)
Training	€ 2 043 (excl. taxes)	€ 2 624 (excl. taxes)	€ 2 624 (excl. taxes)	€ 3 049 (excl. taxes)
Additional audit	€ 1 839 (excl. taxes)	€ 1 839 (excl. taxes)	€ 2 544 (excl. taxes)	€ 2 544 (excl. taxes)

- If the audit requires more than one day, including travel times, the cost of an additional day is € 997 (excl. taxes)
- Further test : €350 (excl. taxes)

Fees related to the production of a new certificate

1. change of processing product:

- Timber or solution analyses: € 350 (excl. tax) per analysis
- fees relating to the management of the certification file, production of the notification and the certificate, modification of the list : € 382 (excl. taxes)

2. change of company name

- fees relating to the management of the certification file, production of the notification and the certificate, modification of the list: € 382 (excl. taxes)

Production of a certificate in a foreign language:

- production of a certificate in a foreign language: € 147 (excl. taxes)

Travel expenses

For any company that has a right of use and whose processing sites are located outside of Mainland France, the travel costs are paid in addition to any management and control fees.

Mark promotion costs:

Amount per processing site and progressive according to the volumes of timber processed (in keeping with the categories of fees).

category 1: € 218 (excl. taxes)

category 2: € 327 (excl. taxes)

category 3: € 438 (excl. taxes)

category 4: € 546 (excl. taxes)

B- Transformer/purchaser

2 inspections are performed every year for the purpose of essentially controlling documentary and administrative aspects; they specifically relate to the use of the mark, the suppliers of processed timber, the processing of complaints, etc.

Case 1: audits can be performed on the same day as another company that holds the CTB-B mark

. Inspection: € 1 144

. Annual cost of management, control and right of use: € 1 645

. Annual promotion fees: € 327

Case 2: audits cannot be performed on the same day as another company that holds the CTB-B mark:

. Inspection: € 1 574

. Annual cost of management, control and right of use: € 2 257

. Annual promotion fees: € 327

Production of a certificate in a foreign language:

- production of a certificate in a foreign language: € 147 (excl. taxes)

Travel expenses

For any company that has a right of use and whose audits are located outside of Mainland France, the travel costs are paid in addition to any management and control fees.

Appendix 5

APPLICATION TEMPLATE 1:

Right to use application letter for a treatment site

To be submitted on the applicant's company letterheaded paper, stating the company's SIREN no. and returned to us dated and signed.

*For the attention of the Certification Director, FCBA Technological Institute
Allée de Boutaut - BP 227
33028 Bordeaux Cedex, France*

For the attention of the person responsible for CTB-B+ certification

Dear Sir,

Please find enclosed our application requesting CTB-B+ certification for the treatment site ...

We hereby declare full knowledge and acceptance of the General Rules of the CTB Mark, the CTB-B+ Certification Guidelines, their technical specifications, including the appendices, and the financial terms and conditions, and we agree to adhere to them and all their changes, without limitation or reservation, as well as to decisions made or taken by FCBA under those Rules.

Yours faithfully,

Appendix 5

APPLICATION TEMPLATE 2: Right to use application letter for a manufacturer/buyer

**To be submitted on the applicant's company
letterheaded paper, stating the company's SIREN
no. and returned to us dated and signed.**

*For the attention of the Certification Director, FCBA Technological Institute
Allée de Boutaut - BP 227
33028 Bordeaux Cedex, France*

For the attention of the person responsible for CTB-B+ certification

Dear Sir,

Please find enclosed our application requesting CTB-B+ certification as a **manufacturer/buyer** for my company whose head office is at... .

We hereby declare full knowledge and acceptance of the General Rules of the CTB Mark, the CTB-B+ Certification Guidelines, their technical specifications, including the appendices, and the financial terms and conditions, and we agree to adhere to them and all their changes, without limitation or reservation, as well as to decisions made or taken by FCBA under those Rules.

Yours faithfully,