

GICIA India Pvt. Ltd.
081, 8th Floor, Tower B, ATS Bouquet,
Noida, Sector 132, (UP), 201304

Safeboards Certification Manual

In accordance with the Safeboards Certification Scheme (SBCS) with Network for Certification and Conservation of Forest (NCCF)

V 1.0



1. Introduction

Thank you for your interest in GIPL Safeboards certification standards (SBCS) program that certifies composite wood including Plywood, Particleboard, Medium Density Fiberboard, Oriented Standard Boards, Laminated Veneer Lumber, Blockboards, Flush Doors and Engineered Bamboo Wood/Bamboo based composite in accordance with the Safeboards Certification Standards to reduce formaldehyde emissions from composite wood products.

The standard requires manufacturers of composite wood to meet formaldehyde limits and undergo regular inspection and laboratory testing by an approved Third-Party Certifier.

We are pleased that you are considering us as your certification body. GIPL offers an opportunity to turn this certification scheme into a competitive advantage and have a dedicated team of professionals and a network of skilled inspectors ready to assist you.

The first step in pursuing the certification is to complete a Safeboards Application Form, which can be found on the GIPL website <https://gicia.org/services/safeboards-standards-certification-scheme/>. Once we receive your application, we will scope your assessment and provide you with a detailed Proposal.

1. References and Resources

There are several resources available to guide you in your path to Safeboards Certification Scheme (SBCS). We recommend you to go thoroughly and familiarize yourself with these documents and resources available on the <https://nccf.in/nccf-invites-eoi-for-pilot-testing-of-safeboards-standards-and-certification-scheme/>.

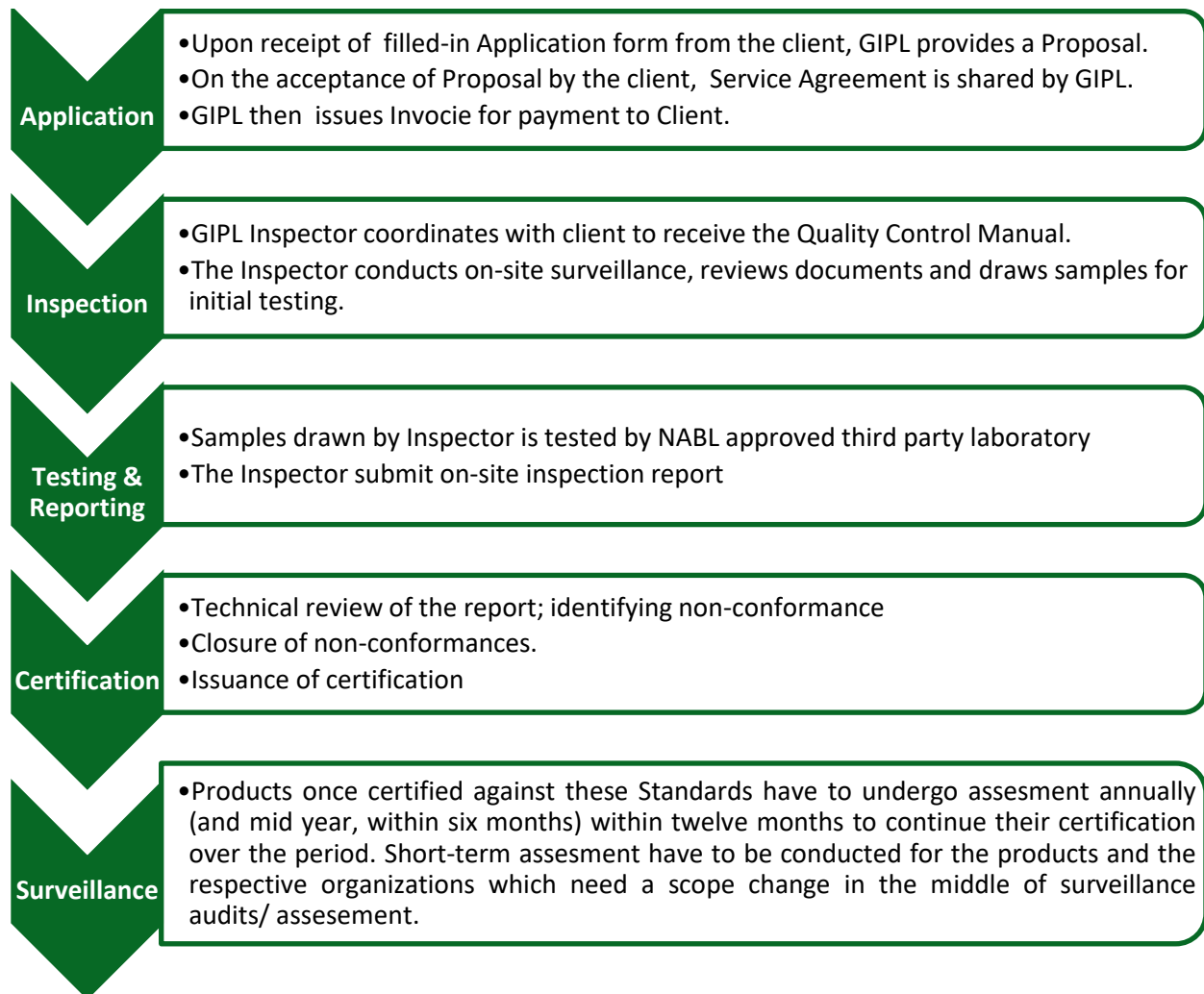
2. Certification Process

The Safeboards Certification Scheme (SBCS) is based on a one-year certification cycle. Within this, the Safeboards Certification Scheme requires undergoing assessment every six months to continue their certification over the period and laboratory testing to verify continued compliance. As such the typical surveillance schedule for clients will be as follows. A more detailed outline is provided in *Certification Process Flowchart*.

Initial	Upon application approval, Onsite Initial Inspection and Laboratory Testing
Mid-year	On-site surveillance inspection and laboratory testing
Renewal	Products once certified against these Standards must undergo assessment annually (within twelve months) to continue their certification over the period.

Additional surveillance may be necessary, unannounced or otherwise, in situations where there is a high frequency of non-complying lots, validated complaints of non-compliance by key stakeholders, or other extenuating circumstances that could lead to non-compliance.

Certification Process Flowchart



3. Information For Customer

- a. Only composite wood products manufactured in compliance with Safeboards formaldehyde limits may be labelled and sold as such.
- b. The Safeboards certificate and label is not directly transferrable to your company's full inventory of manufactured composite wood products.

- c. The Safeboards product certification has a defined scope, limited to ONLY the products and sites listed on the Certification Report.

4. Safeboards Formaldehyde Limits

1. **Rank 1** – Almost zero emitting products with no formaldehyde in the resin, < 0.03 ppm formaldehyde which is naturally present in air. No testing of products, but the resin.
2. **Rank 2** – Consistent low emissions from the products for a year under the emission limits for Rank 3. This would qualify a product to get tested just once a year.
3. **Rank 3** – Meeting the emission capping limit for this category. Third party testing required every six months. (Reference point E1/2) E1/2 value of formaldehyde emissions: < 0.05ppm
4. **Rank 4** – Meeting the emission capping limit for this category. Third party testing required every six months. (Reference point E1) Current E1 value of formaldehyde emissions:
 - i. < 0.14 ppm for all products in scope except MDF
 - ii. < 0.10 ppm for MDF
5. **Rank 5** – Meeting the emission capping limit for this category. Third party testing required every six months. (Reference point E2) Current E2 value < 0.38 ppm.

5. Safeboards Certification Scheme Mark Guidelines

All the certified products intended to be sold as Safeboards certified must ensure on product or on-package labelling or both.

The organization shall apply the respective certification labels covering minimum of the following information:

- Organization's name and contact details
- Batch number
- Certificate number
- Volume of the product

Invoice or Bill of Lading Compliance labeling requires the following:

- a. The NCCF assigned number of the approved third-party certifier, if applicable; and
- b. A statement that the composite wood products comply with the Safeboards standard

The misuse and mislabeling of any final product is a NON-COMPLIANCE and will result in the termination of your contract and certificate, as well as possible legal action.

6. Certification Tenure & Infringement of Requirement

Safeboards certificates are valid for 1 year subject to undergo assessment annual surveillance (and midyear surveillance, if applicable) within twelve months for clients using formaldehyde. Clients using formaldehyde in composite wood products are subject to terms outlined by Safeboards Certification Scheme. GIPL shall confine requirements, evaluation, and decision on certification to matters specifically related to the scope of the relevant certification scheme.

According to the Safeboards Certification Scheme and GIPL policy:

- a. No certification claim can be made for any product by the manufacturer prior to issuance of a Safeboards certificate.
- b. Consistent compliance with the relevant provisions of the NCCF Safeboards Certification Program.
- c. Make all necessary arrangements for the conduct of the inspection, including provision for document verification and access to all areas, records (including internal inspection reports), and personnel for the purposes of evaluation (*e.g.*, testing, inspection, assessment, surveillance, reassessment) and resolution of complaints.
- d. No claims to be made outside the scope of the granted certification. GIPL should be notified immediately of any scope changes.
- e. Not use its product certification in such a manner as to bring the Certification Body into disrepute, nor make any statement regarding its product certification that the Certification Body may consider misleading or unauthorized.
- f. Upon suspension or cancellation of certification, discontinue its use of all advertising that contains any reference to the certification
- g. Return any certification documents related to certification issued by the Certification Body.
- h. Use certification only to indicate that products are certified as being in conformity with the specified standard.
- i. Endeavor to ensure that no certificate or report nor any part thereof is used in a misleading manner.
- j. In referring to its product certification in communication media such as documents, brochures, or advertising, comply with the requirements of the Certification Body.

GIPL reserves the right to suspend, withdraw or terminate client certificates. Reasons for suspension, withdrawal and termination include, but are not limited to unwillingness or inability to correct nonconformities, unwillingness, or inability to meet financial or contractual arrangements; misusing or damaging the integrity of the GIPL or relevant trademarks; intentional violation of requirements *etc.*

For more information about the certification process please contact anamika.ghosh@gicia.org