



# IWAY Standard

Minimum Requirements for Environment and Social & Working Conditions when Purchasing Products, Materials and Services.

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5

## IWAY Standard: Forestry Section

### Scope and contents

This document applies to all virgin wood fiber contained in solid wood, plywood, veneer, layer-glued, and board materials (hereinafter applicable materials) that are used for manufacturing IKEA products. It describes requirements on wood raw material and corresponding wood procurement practices of IKEA suppliers.

The IKEA Forestry Standard includes the following:

**Requirements on wood raw material** used in IKEA products;

**IWAY Must requirements** and procedures for start-up;

**Requirements for IKEA suppliers** representing preferred wood sources;

**Requirements for IKEA suppliers** implementing minimum requirements on wood raw material;

**Requirements for IKEA suppliers** using small wood volumes;

**Requirements for IKEA suppliers** using board sources acknowledged by IKEA as compliant with minimum requirements on wood raw material.

### Requirements on wood raw material used in IKEA products

#### I: Preferred Wood Sources

Wood from forests that are verified as responsibly managed according to a system recognized by IKEA. Wood certified according to Forest Stewardship Council (FSC) Forest Management (FM) and Chain of Custody (CoC) standards meets the IKEA requirements for preferred sources.

High value tropical tree species must be certified according to a forest certification system recognized by IKEA.



# IWAY Standard

Minimum Requirements for Environment and Social & Working Conditions when Purchasing Products, Materials and Services.

## II: Minimum Requirements

Wood used in IKEA products shall fulfill the following criteria:

- a) Not from forests that have been illegally harvested;
- b) Not from forestry operations engaged in forest related social conflicts;
- c) Not harvested in uncertified Intact Natural Forests (INF) or other geographically identified High Conservation Value Forests (HCVF);
- d) Not harvested from natural forests in the tropical and sub-tropical regions being converted to plantations or non-forest use;
- e) Not from officially recognized and geographically identified commercial Genetically Modified (GM) tree plantations.

## 1.7. IWAY Must requirements and procedures for start-up

### 1.7.1 Forestry Requirements

For IKEA products, IKEA suppliers must not use applicable materials containing wood of unknown origin or non-compliant with IKEA minimum requirements on wood raw material.

### 1.7.2 Procedures for start-up

A new<sup>i</sup> IKEA supplier shall before start-up of business with IKEA either:

a. Provide IKEA with a valid FSC Chain of Custody or other chain of custody certificate recognized by IKEA, covering in its scope the production for IKEA.

Or

b. Provide IKEA with a Wood Procurement Plan describing the sources of applicable materials planned for IKEA production to be evaluated by IKEA for compliance with minimum requirements on wood raw material. For each source the plan shall contain place of wood origin to the resolution required by IKEA<sup>ii</sup>, species, and expected volume per type of material. For the board materials producer's name and location is also required. The Wood Procurement Plan shall also include any volumes already purchased for use in IKEA products. Within 90 days after the first delivery to comply with all applicable points under Chapters 16, 17, or 18.

## 15. Requirements for IKEA suppliers representing preferred wood sources

The IKEA supplier shall:

### 15.1 Chain of Custody

Have a valid FSC Chain of Custody or other chain of custody certificate recognized by IKEA, covering in its scope the production for IKEA.

### 15.2 IKEA Forest Tracing Survey

Produce regularly<sup>iii</sup> and keep on file the most recent IKEA Forest Tracing Survey (FTS) report. The report shall contain specified information for all sources of applicable materials used in IKEA products.



# IWAY Standard

Minimum Requirements for Environment and Social & Working Conditions when Purchasing Products, Materials and Services.

## 16. Requirements for IKEA suppliers implementing minimum requirements on wood raw material

The IKEA supplier shall:

### 16.1 Responsibility for the Compliance

Agree to and comply with IKEA forestry requirements as outlined in the IKEA Forestry Standard. There shall be an appropriate responsible person assigned to secure implementation of the requirements.

### 16.2 Wood Procurement Procedure

Establish a written wood procurement and handling procedure that describes the IKEA supplier's routines and allocates corresponding responsibilities in order to fulfill the following points 16.3-16.10.

### 16.3 Informing IKEA Sub-Suppliers about Raw Material Requirements

Communicate IKEA minimum requirements on wood raw material in written form to all own suppliers of applicable materials before business start-up. The communication shall be done in a way making evident that IKEA sub-supplier understood the requirements, agreed to implement and transfer them further down supply chain.

### 16.4 Collection of Wood Origin Data

Collect data that demonstrates wood origin to the resolution required by IKEA from all own suppliers of applicable materials to be used for IKEA production before starting business with them<sup>iv</sup>. Wood origin data shall be updated whenever suppliers of applicable materials change the source but at least prior to each reporting of Forest Tracing Survey (FTS) to IKEA.

### 16.5 Identification of High Risk Sources

Identify any high risk sources using criteria described in Appendix 3 of the Supplier Implementation Guide. Identification of high risk sources shall follow each update of wood origin data.

### 16.6 Verification of High Risk Sources

Verify that any high risk sources can be qualified according to the procedures described in Appendix 4 of the Supplier Implementation Guide. Verification of high risk sources shall follow each update of wood origin data.

### 16.7 Incoming Wood Register

Maintain a register of all incoming applicable materials that can be used in IKEA products. For each source of the applicable materials the register shall include material type, name and location of the producer (only for the board), species (mix of species for the board), delivered volume, and place of wood origin to the resolution required by IKEA. The register shall be retained at the IKEA supplier for at least five years.

### 16.8 IKEA Forest Tracing Survey

Produce regularly<sup>iii</sup> and keep on file the most recent IKEA Forest Tracing Survey (FTS) report. The report shall contain specified information for all sources of applicable materials used in IKEA products.

### 16.9 Separation of Unverified Wood

Identify and physically separate from IKEA production any applicable material from High risk sources that has not passed verification for meeting IKEA minimum requirements on wood raw material in such a way that it is possible to track it throughout the entire production process.

### 16.10 Training

Establish and implement a training plan covering the above requirements for relevant personnel<sup>v</sup>. Records of training provided shall be kept.



# IWAY Standard

Minimum Requirements for Environment and Social & Working Conditions when Purchasing Products, Materials and Services.

## 17. Requirements for IKEA suppliers using small wood volumes<sup>vi</sup>

The IKEA supplier shall:

### 17.1 Incoming Wood Register

Maintain a register of all incoming applicable materials that can be used in IKEA products. For each source of the applicable material the register shall include material type, name and location of the producer (only for the board), species (mix of species for the board), delivered volume, and at least country of wood origin to the best of the supplier's knowledge. The register shall be retained at the IKEA supplier for at least five years.

### 17.2 IKEA Forest Tracing Survey

Produce regularly<sup>iii</sup> and keep on file the most recent IKEA Forest Tracing Survey (FTS) report. The report shall contain specified information for all sources of applicable materials used in IKEA products.

## 18. Requirements for IKEA suppliers using board sources acknowledged by IKEA as compliant with minimum requirements on wood raw material<sup>vii</sup>

The IKEA supplier shall:

### 18.1 Incoming Wood Register

Maintain a register of all incoming board material that can be used in IKEA products. For each source the register shall include board type, name and location (site) of the producer, mix of species, place of wood origin to the resolution required by IKEA, total delivered volume, certified portion, and the details of relevant certificates. The register shall be retained at the IKEA supplier for at least five years.

### 18.2 IKEA Forest Tracing Survey

Produce regularly<sup>iii</sup> and keep on file the most recent IKEA Forest Tracing Survey (FTS) report. The report shall contain specified information for all sources of board material used in IKEA products.

Clarification: IKEA suppliers using board sources not acknowledged by IKEA as compliant with the minimum requirements on wood raw material shall not apply Chapter 18 towards them. The demands of other applicable Chapters of the IKEA Forestry Standard shall be fulfilled instead.

<sup>i</sup> The requirement also applies to IKEA suppliers that are not new but had not used wood for IKEA production before

<sup>ii</sup> Requirements on resolution of place of origin required for different countries are included in IKEA Wood Procurement Plan (WPP) and Forest Tracing Survey (FTS) templates.

<sup>iii</sup> Frequency of FTS reporting is determined by IKEA Trading Area Forestry Responsible.

<sup>iv</sup> Upon request an IKEA supplier shall provide to IKEA information on the origin of wood from new suppliers of applicable materials before starting business with them.

<sup>v</sup> Relevant personnel may include management team, wood procurement personnel, warehouse personnel, and incoming wood registration responsible.

<sup>vi</sup> Small wood volumes are usually defined as less than 1000 m<sup>3</sup>/year (*total volume in round wood equivalent*). This exception can only be given (in writing) by local or global forestry responsible.

<sup>vii</sup> Status of compliant source is awarded by IKEA based on availability and scope of relevant certificates or memberships. Appendix 5 of the Supplier Implementation Guide contains an explicit list of board sources acknowledged by IKEA as compliant.



# IWAY Standard

Minimum Requirements for Environment and Social & Working Conditions when Purchasing Products, Materials and Services.

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## Glossary of terms

**Chain of Custody:** The path taken by raw materials, processed material, finished products from the forest to the consumer.

**Controlled Wood:** Wood that has been independently verified as having been controlled to avoid wood harvested from categories outlined in the standards FSC-STD-40-005 (Company evaluation of FSC Controlled Wood), or FSC-STD-30-010 (FSC Controlled Wood requirements for forest management enterprises), i.e. wood from areas where traditional or civil rights are violated; wood from forests where high conservation values are threatened; wood harvested from genetically modified (GM) trees; wood that has been harvested illegally or wood harvested from areas which have been converted from natural forest to plantations or non-forest uses

**Forests being converted:** Natural forests that are being converted to plantations e.g. harvesting of native mixed forests to replace with e.g. monoculture tree crops

**High Conservation Value Forests (HCVF):** Forests having globally, nationally or regionally important biodiversity considerations, forest areas containing rare, threatened or endangered ecosystems or species and/or forest areas having important services such as watershed protection or erosion control. See [www.hcvf.org](http://www.hcvf.org) for more detailed information and maps.

**High risk sources:** Wood sources that have high risk for illegally harvesting, forest related social conflicts; Intact Natural Forests (INF); High Conservation Value Forests (HCVF); forests being converted to plantations; and/or GMO occurrence.

**IKEA Forest Tracing Survey (FTS):** Regular report of wood used for IKEA production by the IKEA supplier. FTS is usually collected by IKEA up to three times a year and contains information such as supplier name, wood species, origin and volume purchased during reporting period.

**Illegally harvested:** Wood that has been harvested in violation of any nationally or regionally applicable laws for harvesting in that location or jurisdiction. E.g. acquisition of harvesting rights or harvesting methods used.

**Intact Natural Forests (INF):** Forest landscapes larger than 500 sq. km that are not fragmented by infrastructure and are without significant visible signs of human impact such as logging, burning or other forms of forest clearing. These can conserve populations of large animals in their natural state and tend to rely on remoteness as their main guarantee of protection.

**Genetically Modified (GM):** A biological organism which has had its DNA altered through genetic engineering. E.g. tri-gene poplar. Clones and hybrids formed by natural process e.g. tree breeding or selection are not considered Genetically Modified

**Forest related social conflicts:** significant conflicts caused by logging operations violating traditional or civil forest use rights.

**High value tropical tree species:** e.g. teak, meranti, rosewood, mahogany.

**Virgin wood fiber:** does not include pre- or post-consumer reclaimed material.

**Pre-consumer reclaimed:** - Material that is reclaimed from a process of secondary manufacture or further downstream industry, in which the material has not been intentionally produced, is unfit for end use and not capable of being re-used on-site in the same manufacturing process that generated it.

**Post-consumer reclaimed:** - Material that is reclaimed from a consumer or commercial product that has been used for its intended purpose by individuals, households or by commercial, industrial and institutional facilities in their role as end-users of the product.