

VODNIK

TLA IN FSC CHECK: VODNIK ZA IMETNIKE CERTIFIKATOV



Naslov:	TLA IN FSC CHECK: VODNIK ZA IMETNIKE CERTIFIKATOV
Datum:	Zadnja posodobitev: 11. julij 2023; prevod: februar 2026
Datum objave:	11. julij 2023
Datum začetka veljavnosti:	31. julij 2023
V1-2	15. december 2023
Prevod:	FSC Adria-Balkan E-pošta: adriabalkan@fsc.org Spletna stran: https://adria-balkan.fsc.org/sl
Avtor izvirnega dokumenta:	FSC International – Dispute Management Adenauerallee 134 53113 Bonn Nemčija Telefon: +49 -(0)228 -36766 -0 Faks: +49 -(0)228 -36766 -65 E-pošta: dispute.resolution@fsc.org

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UVOD IN NAMEN TEGA DOKUMENTA

V nadaljevanju je naveden kratek vodnik z navodili za izpolnitev FSC Check in podpis TLA za program certificiranja FSC®.

FSC Check (Preverjanje FSC) je orodje, ki omogoča izvedbo analize na podlagi tveganja organizacij, ki želijo pristopiti ali ponovno vstopiti v sistem FSC, s čimer se zagotovi, da so njihove vrednote usklajene z vrednotami FSC.

TLA – Trademark License Agreement (Licenčna pogodba FSC) je pravni dokument, ki ureja odnos med FSC in certificiranim podjetjem ter zagotavlja pravico do uporabe blagovnih znamk FSC za označevanje proizvodov in promocijske namene. Posebna pravila, ki urejajo uporabo blagovnih znamk FSC s strani certificiranih podjetij, so določena v dokumentu [FSC-STD-50-001 Zahteve za uporabo FSC blagovnih znamk s strani imetnikov certifikatov](#).

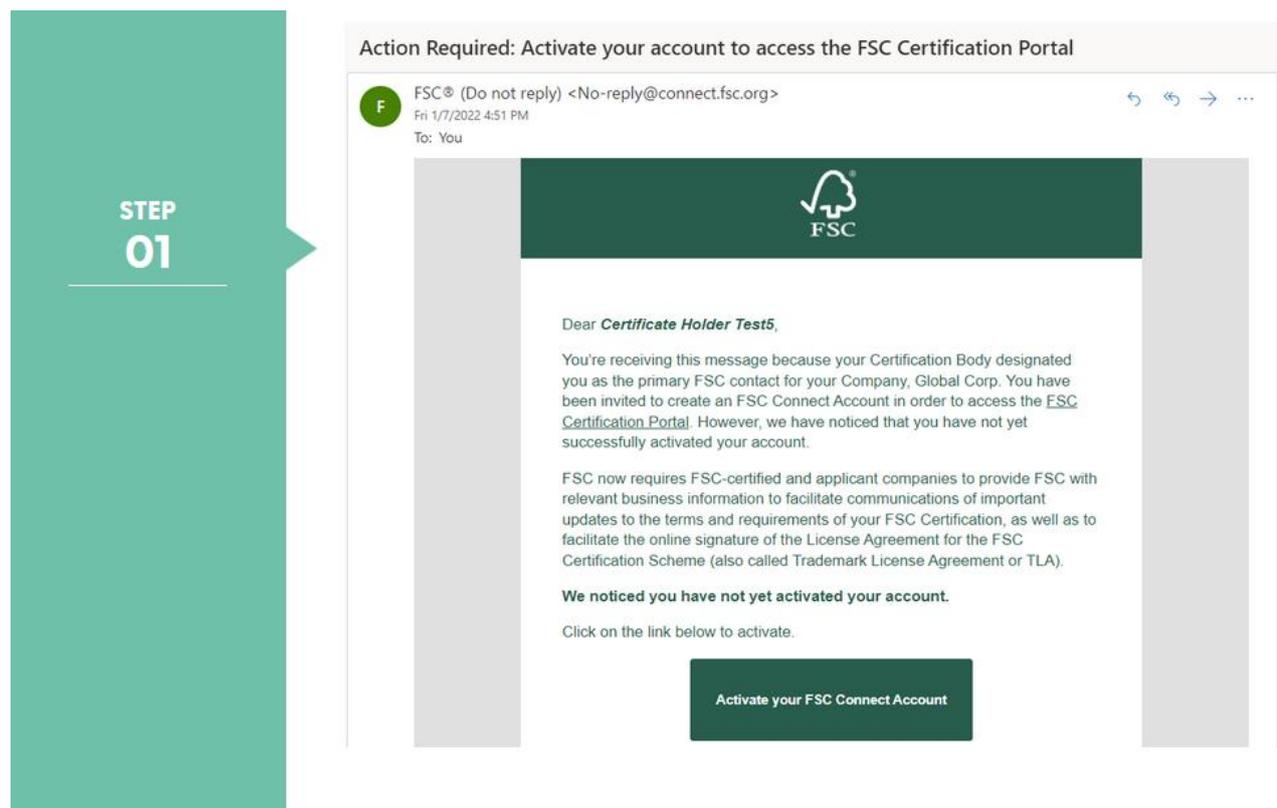
Pogodba je trenutno na voljo le za organizacije, ki zaprosijo za novo certifikacijo ali podaljšanje certifikacije; certifikacija bo izdana šele po podpisu nove pogodbe TLA. Posodobljeno različico dokumenta je mogoče pregledati in elektronsko podpisati [prek DocuSign®](#) na certifikacijskem portalu FSC: za dostop morajo certificirana podjetja najprej ustvariti profil na [FSC Connect](#) (račun je mogoče ustvariti le na povabilo certifikacijskega organa). Nekaj koristnih informacij je na voljo v pogostih vprašanjih.

Za dodatne informacije in morebitna vprašanja se obrnite na svojo certifikacijsko organizacijo ali FSC (connect@fsc.org).

Za vprašanja o izpolnjevanju Preverjanja FSC pišite na infocheck@fsc.org.

IZPOLNJEVANJE FSC CHECK IN PODPIS ELEKTRONSKEGA TLA

Korak 1 – Povabilo po e-pošti: Po začetku postopka certifikacije/podaljšanja s strani certifikacijskega organa bo glavna kontaktna oseba organizacije dobila povabilo, da aktivira račun FSC Connect. FSC Connect je portal, ki omogoča dostop do različnih orodij in vsebin FSC (če ste bili imenovani za glavno kontaktno osebo za certifikacijo FSC, boste prejeli e-poštno sporočilo za aktiviranje računa FSC Connect. Če niste prejeli e-poštnega vabila, preverite vašo vsiljeno oziroma promocijsko e-pošto).



Korak 2 – Aktiviranje računa FSC Connect: Ko glavna kontaktna oseba organizacije prejme e-poštno vabilo, mora klikniti na povezavo za aktiviranje, ki je navedena v sporočilu, da aktivira račun.

- Korak 2.1: Preverite samodejno generirano aktivacijsko kodo in kliknite **“Continue”** (Nadaljuj).
- Korak 2.2: Nastavite in **potrdite** geslo za svoj račun.

Action Required: Activate your account to access the FSC Certification Portal

FSC® (Do not reply) <No-reply@connect.fsc.org>
Fri 1/7/2022 4:51 PM
To: You



Dear **Certificate Holder Test5**,

You're receiving this message because your Certification Body designated you as the primary FSC contact for your Company, Global Corp. You have been invited to create an FSC Connect Account in order to access the [FSC Certification Portal](#). However, we have noticed that you have not yet successfully activated your account.

FSC now requires FSC-certified and applicant companies to provide FSC with relevant business information to facilitate communications of important updates to the terms and requirements of your FSC Certification, as well as to facilitate the online signature of the License Agreement for the FSC Certification Scheme (also called Trademark License Agreement or TLA).

We noticed you have not yet activated your account.

Click on the link below to activate.

[Activate your FSC Connect Account](#)

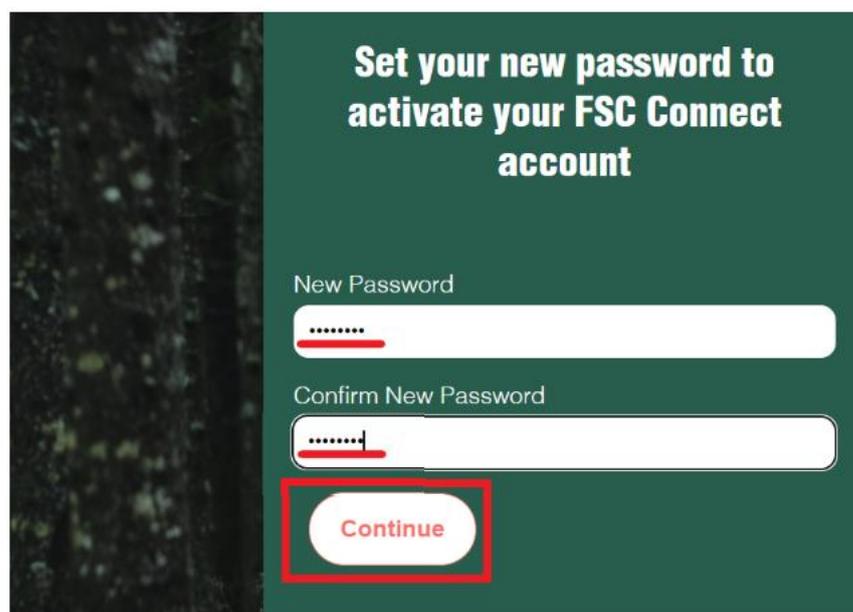
STEP
02

Please Activate Your FSC Connect Account

Activation Code

7qc\$E9WZ

[Continue](#)



Set your new password to activate your FSC Connect account

New Password

.....

Confirm New Password

.....

Continue

Korak 2 - dodatek*: FSC Check (**SAMO ZA NOVE CERTIFIKATE**)

Postopek analize tveganja s strani FSC: glejte **prilogo A** "FSC Check – Navodila za uporabo" na koncu tega dokumenta.

Korak 3 – Ko aktivirate račun FSC Connect ali ko prejmete odobritev s strani FSC Check, se prijavite v FSC Connect (connect.fsc.org). Tako boste dostopali do svoje zasebne strani kot imetnik certifikata.



STEP 03

FSC Connect

Sign In ES

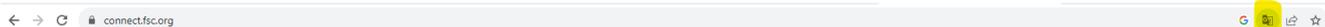
Connect Home Public

Welcome to FSC Connect

FSC Connect is the portal that provides access to various FSC tools, content and data. It offers focused digital solutions to help you engage with FSC.

Korak 4 – Dostop do portala FSC za certificiranje: Po prijavi v FSC Connect izberite "FSC Certification Portal" (Portal FSC za certificiranje) na orodni vrstici.

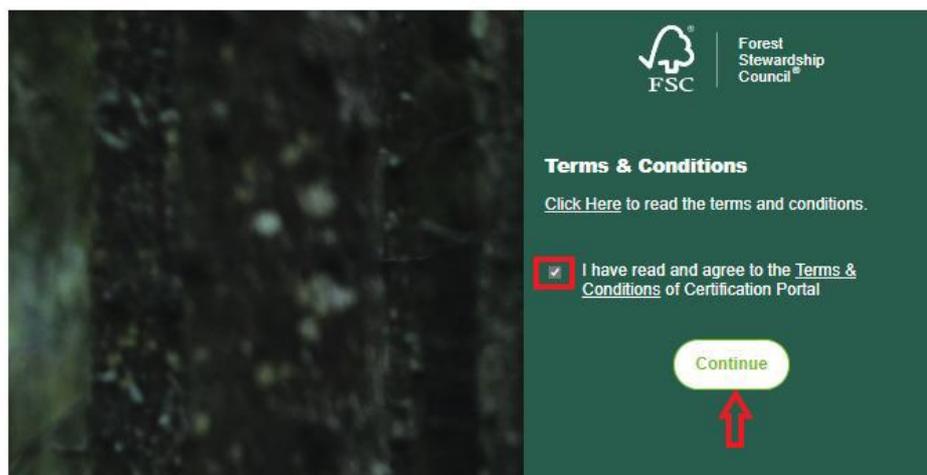
Najpogosteje uporabljeni brskalniki imajo vgrajen avtomatski prevajalnik, ki lahko prevaja vsebino strani v različne jezike, med drugim tudi v slovenščino. Vendar pa FSC teh prevodov ne preverja. Do možnosti avtomatskega prevajanja lahko dostopate prek zavihka v desnem kotu vrstice za URL. Kliknite na gumb, označen z rumeno barvo, in izberite »Slovenian«.



V nekaterih primerih se lahko zgodi, da se možnost "FSC Certification Portal" ne prikaže v orodni vrstici. Priporočljivo je izbrisati predpomnilnik brskalnika oziroma piškotke, izstopiti in ponovno vstopiti v FSC Connect. Če težava ne izgine, uporabite drug brskalniki.

Korak 5 – Preberite "Terms and Conditions" (Pogoji in določila) in jih sprejmite s potrditvijo polja. Kliknite na "Continue" (Nadaljuj).

STEP
05



FSC Forest Stewardship Council®

Terms & Conditions

[Click Here](#) to read the terms and conditions.

I have read and agree to the [Terms & Conditions](#) of Certification Portal

Continue

Korak 6 – Po sprejetju pogojev in določil boste preusmerjeni na stran “Consent” (Soglasje). Soglasje date tako, da označite “Yes” (Da) za naslednje 4 trditve in kliknite gumb “I agree” (Soglašam) na dnu strani (če je vaš odgovor “No” (Ne), glejte naslednji korak).

STEP
06

FSC Connect Home License Agreements View License History Welcome Cert... Global Solution 1 ES Primary Contact

* Indicates required field

My Consents

EN POINT OF CONTACT for FSC Public Search *

Declaration of consent for designated staff person of Licensee:

In accordance with statutory requirements I hereby give permission to FSC Global Development GmbH, Adenauerallee 134, 53113 Bonn, Germany (hereinafter called "FSC GD") to process and use my personal contact data as listed below in connection to the participation in the FSC Certification Scheme based on the precontractual and the contractual relationship under the License Agreement for the FSC Certification Scheme between FSC GD and the Licensee that I represent.

I hereby agree that FSC GD may publish my contact data as the point of contact for consumers and interested parties within my organization on FSC Public Search, which is publicly accessible at info.fsc.org and in its primary purpose enables producers and consumers to verify the status and scope of FSC certification.

Yes No

DIRECT MARKETING *

Declaration of consent for designated staff person of Licensee:

In accordance with statutory requirements I hereby give permission to FSC Global Development GmbH, Adenauerallee 134, 53113 Bonn, Germany (hereinafter called "FSC GD") and all of the FSC Group as well to relevant national and regional FSC Network Partners (hereinafter called "Affiliates") to process and use my personal contact data as listed below in connection to the participation in the FSC Certification Scheme based on the precontractual and the contractual relationship under the License Agreement for the FSC Certification Scheme between FSC GD and the Licensee that I represent.

I hereby agree that FSC GD and its Affiliates may process and use my contact data for marketing purposes, i.e. to share the marketing toolkit including examples on how to use it, for engagement in FSC campaigns, to communicate about new tools created by FSC, to help licensees with promotion of FSC products, to ask for collaboration and invite to events, to send promotional information about the FSC Certification Scheme and FSC AC's mission to support responsible management of the world's forests, or other related purposes.

Yes No

NOTIFICATIONS & NOTICES *

Declaration of consent for designated staff person of Licensee:

In accordance with statutory requirements I hereby give permission to FSC Global Development GmbH, Adenauerallee 134, 53113 Bonn, Germany (hereinafter called "FSC GD") and the FSC Group to process and use my personal contact data as listed below in connection to the participation in the FSC Certification Scheme based on the precontractual and the contractual relationship under the License Agreement for the FSC Certification Scheme between FSC GD and the Licensee that I represent.

I hereby agree that FSC GD and FSC Group may process and use my email address to send notifications about the status for goods of my

Agreement with the Licensee, as agreed in the License Agreement.

Yes No

MAIN CONTACT for FSC Certification *

Declaration of consent for designated staff person of Licensee:

In accordance with statutory requirements I hereby give permission to FSC Global Development GmbH, Adenauerallee 134, 53113 Bonn, Germany (hereinafter called "FSC GD") and all of the FSC Group as well to relevant national and regional FSC Network Partners (hereinafter called "Affiliates") to process and use my personal contact data as listed below in connection to the participation in the FSC Certification Scheme based on the precontractual and the contractual relationship under the License Agreement for the FSC Certification Scheme between FSC GD and the Licensee that I represent.

I hereby agree that FSC GD and its Affiliates may process and use my contact data to FSC Certification related matters, i.e. to provide technical updates, to inform about training sessions, to coordinate any integrity related activities, to update on FSC standards in local language, for matters of connecting B2B, if questions arise in regards to scope of FSC products, or other related purposes.

Yes No

This consent declaration is subject to German law. The place of jurisdiction is Bonn.

I hereby declare that all information given is accurate and freely given.

The person has a right to revoke his/her consent given hereunder at any time and without giving any reason.

If you have a complaint about our use of your personal data, please contact our Data Protection Officer directly in the first instance so that we can address your complaint:

Scheja & Partner Rechtsanwälte
Mr. Boris Reibach
Adenauerallee 136, 53113 Bonn
Tel: +49 (0) 228-227 226-0
Fax: +49 (0) 228-227 226-26
E-mail: info@scheja-partner.de
Contact form: <http://www.scheja-partner.de/kontakt/kontakt.html>
Website: [info@scheja-partner.de](http://www.scheja-partner.de)

For more information about the use of personal data and your rights, please consult our Privacy Statement available at: [Privacy Statement](#)

Korak 7 – Če je vaš odgovor “Ne” za katerokoli trditev na strani soglasja, vnesite splošni e-poštni naslov ali e-poštni naslov kontaktne osebe za vaše podjetje in kliknite gumb “I agree” (Soglašam), da nadaljujete.

STEP
07

FSC Connect Home License Agreements View License History Welcome Certi... Global Solution 1 ES Primary Contact

* Indicates required field

My Consents

EN POINT OF CONTACT for FSC Public Search *

Declaration of consent for designated staff person of Licensee:

In accordance with statutory requirements I hereby give permission to FSC Global Development GmbH, Adenauerallee 134, 53113 Bonn, Germany (hereinafter called "FSC GD") to process and use my personal contact data as listed below in connection to the participation in the FSC Certification Scheme based on the precontractual and the contractual relationship under the License Agreement for the FSC Certification Scheme between FSC GD and the Licensee that I represent.

I hereby agree that FSC GD may publish my contact data as the point of contact for consumers and interested parties within my organization on FSC Public Search, which is publicly accessible at info.fsc.org and in its primary purpose enables producers and consumers to verify the status and scope of FSC certification.

Yes No

Please identify a generic email address for your company.

Email Address*

DIRECT MARKETING *

Declaration of consent for designated staff person of Licensee:

In accordance with statutory requirements I hereby give permission to FSC Global Development GmbH, Adenauerallee 134, 53113 Bonn, Germany (hereinafter called "FSC GD") and all of the FSC Group as well to relevant national and regional FSC Network Partners (hereinafter called "Affiliates") to process and use my personal contact data as listed below in connection to the participation in the FSC Certification Scheme based on the precontractual and the contractual relationship under the License Agreement for the FSC Certification Scheme between FSC GD and the Licensee that I represent.

I hereby agree that FSC GD and its Affiliates may process and use my contact data for marketing purposes, i.e. to share the marketing toolkit including examples on how to use it, for engagement in FSC campaigns, to communicate about new tools created by FSC, to help licensees with promotion of FSC products, to ask for collaboration and invite to events, to send promotional information about the FSC Certification Scheme and FSC AD's mission to support responsible management of the world's forests, or other related purposes.

Yes No

Please identify a generic email address for your company.

Email Address*

MAIN CONTACT for FSC Certification *

Declaration of consent for designated staff person of Licensee:

In accordance with statutory requirements I hereby give permission to FSC Global Development GmbH, Adenauerallee 134, 53113 Bonn, Germany (hereinafter called "FSC GD") and all of the FSC Group as well to relevant national and regional FSC Network Partners (hereinafter called "Affiliates") to process and use my personal contact data as listed below in connection to the participation in the FSC Certification Scheme based on the precontractual and the contractual relationship under the License Agreement for the FSC Certification Scheme between FSC GD and the Licensee that I represent.

I hereby agree that FSC GD and its Affiliates may process and use my contact data to FSC Certification related matters, i.e. to provide technical updates, to inform about training sessions, to coordinate any integrity related activities, to update on FSC standards in local language, for matters of connecting B2B, if questions arise in regards to scope of FSC products, or other related purposes.

Yes No

Please identify a generic email address for your company.

Email Address*

This consent declaration is subject to German law. The place of jurisdiction is Bonn.

I hereby declare that all information given is accurate and freely given.

The person has a right to revoke his/her consent given hereunder at any time and without giving any reason.

If you have a complaint about our use of your personal data, please contact our Data Protection Officer directly in the first instance so that we can address your complaint:

Scheja & Partner Rechtsanwälte
Mr. Boris Reibach
Adenauerallee 134, 53113 Bonn
Tel: +49 (0) 228-227 226-0
Fax: +49 (0) 228-227 226-26
E-mail: info@scheja-partner.de
Contact form: <http://www.scheja-partner.de/kontakt/kontakt.html>
Website: www.scheja-partner.de

For more information about the use of personal data and your rights, please consult our Privacy Statement available at: [Privacy Statement](#)

Korak 8 – Sedaj imate kot imetnik certifikata dostop do portala za certificiranje (Certification Portal). Kliknite na "Sign your TLA" (Podpišite svojo TLA), da v 3 korakih začnete novo TLA.



Sign your TLA

Let's chat

3 Steps to sign your FSC Trademark License Agreement

Korak 9 – Potrdite polji “Licence Code” (Licenčna koda) in “Certification Type” (Vrsta certifikata). Kliknite “Start” (Začni), da začnete postopek.

Korak 10 – 1. faza podpisovanja: Izberite jezik, ki ga vaše podjetje najraje uporablja za sporazume, in kliknite na “Next” (Naprej).

STEP 10

Initiate TLA

Step 1: Choose Preferred Language | Step 2: Confirm Legal Name | Step 3: Designate Legal Representative

Preferred Language For Trademark License Agreement

FSC offers its trademark licenses in 17 languages. You can choose your preference here. English is the legal bound language but we offer translations. You can have English or your preferred language here.

View More

Preferred Language*
- Select -

Previous | **Next**

Korak 11 – 2. faza podpisovanja: Potrdite ime podjetja. Vnesite zahtevane podatke in kliknite “Next” (Naprej).

STEP 11

Initiate TLA

Step 1: Choose Preferred Language | Step 2: Confirm Legal Name | Step 3: Designate Legal Representative

What is Legal Name / Organization

It is the corporate form how you here registration in your own jurisdiction.

Common ones are Corporation, Partnership, Proprietorships, Limited Company etc.

Legal name of the organization*
Global Solution 1

Legal form of the organization ? *

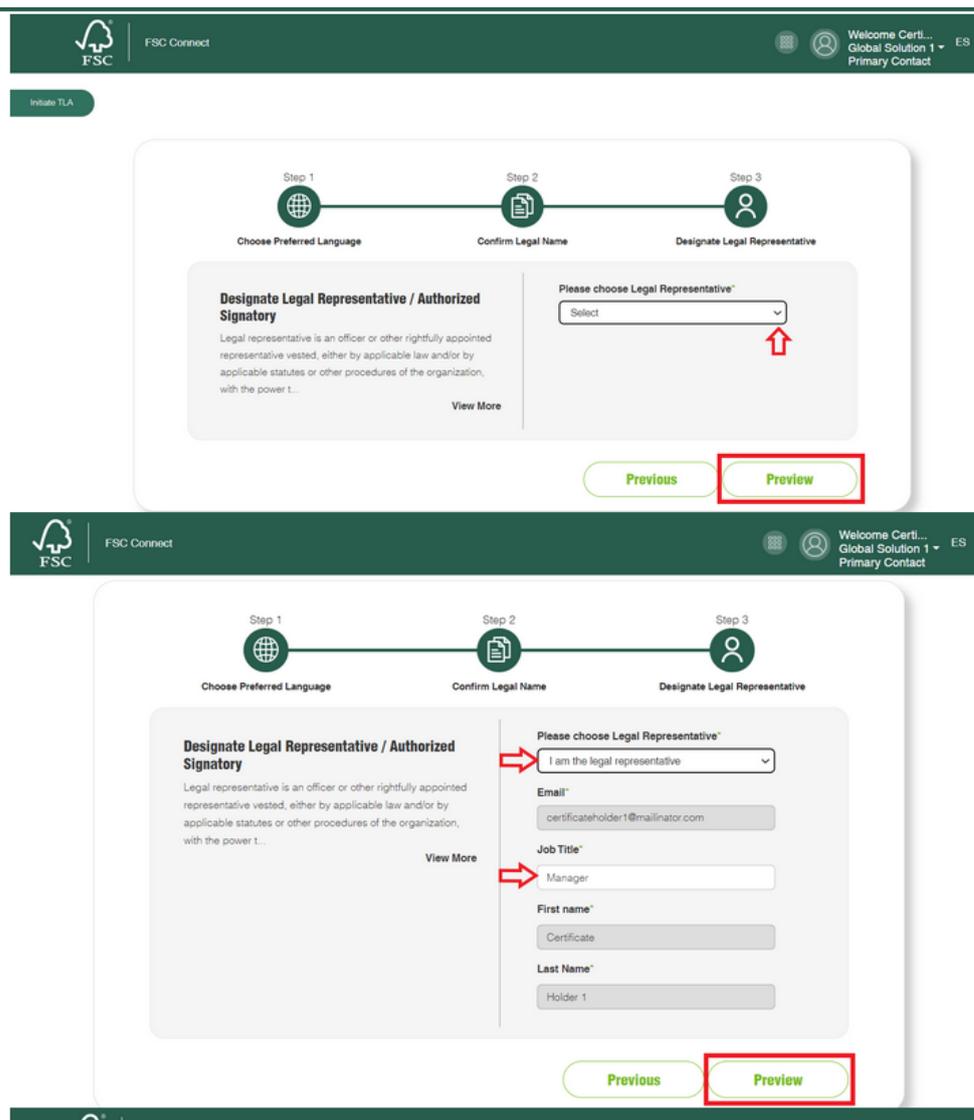
Do you have a VAT Number ? *

Yes No

Previous | **Next**

Korak 12 – 3. faza podpisovanja: Izberite zakonitega zastopnika. Izberite eno od treh možnosti: “I am the legal representative” (Jaz sem zakoniti zastopnik), “Choose from company contacts” (Izberi izmed stikov podjetja) ali “Create new account for legal representative” (Ustvari nov račun za zakonitega zastopnika), nato kliknite “Preview” (Predogled).

Opomba: Če izberete **“Jaz sem zakoniti zastopnik”**, bo iz e-naslava **dse@eumail.docusign.net** poslano sporočilo osebi, ki ste jo navedli kot glavni kontakt, da nadaljuje s podpisovanjem. Če glavni kontakt, ki ste ga vnesli prej, ni kontakt zakonitega zastopnika, izberite **“Ustvari nov račun za zakonitega zastopnika”** (ta možnost ne pomeni, da boste morali začeti znova, ampak bo preprosto omogočila, da bo zakoniti zastopnik na e-poštni naslov prejel dokument za digitalno podpisovanje). **Če e-pošte ne prejmete**, najprej preverite svoje mape z vsiljeno oziroma promocijsko e-pošto in prosite svojo IT-ekipo, da preveri, ali so e-pošte iz domen @springcm.net, @docusign.net in @docusign.com dostavljena brez zamude (na primer, tako da te naslove dodate na seznam **“varnih pošiljateljev”** (Safe Sender) in se prepričate, da so naslovi odobreni in sprejeti v skladu s pravili za prejemanje e-pošte vašega ponudnika e-pošte ali IT-ekipe).



STEP
12

FSC Connect

Welcome Cert... Global Solution 1 ES Primary Contact

Install TLA

Step 1 Step 2 Step 3

Choose Preferred Language Confirm Legal Name Designate Legal Representative

Designate Legal Representative / Authorized Signatory

Legal representative is an officer or other rightfully appointed representative vested, either by applicable law and/or by applicable statutes or other procedures of the organization, with the power t...

View More

Please choose Legal Representative*

Choose from company contacts

Search by Email or Name of the contact*

- Select -

Previous Preview

FSC Connect

Welcome Cert... Global Solution 1 ES Primary Contact

Install TLA

Step 1 Step 2 Step 3

Choose Preferred Language Confirm Legal Name Designate Legal Representative

Designate Legal Representative / Authorized Signatory

Legal representative is an officer or other rightfully appointed representative vested, either by applicable law and/or by applicable statutes or other procedures of the organization, with the power t...

View More

Please choose Legal Representative*

Create new account for legal representative

Email*

Job Title*

First name*

Last Name*

Previous Preview

Korak 13 – Preverite podatke. Če so podatki pravilni, kliknite “Finish” (Dokončano), da začnete TLA. Če niso, kliknite “Previous” (Prejšnje), da spremenite podatke.

STEP 13

Korak 14 – Če ste glavni kontakt za več kot eno organizacijo in ste registrirani z enim e-poštnim naslovom, zamenjajte organizacijo, da dostopate do podatkov druge organizacije.

Korak 15 – Potrdili ste podatke za podpis TLA. Zdaj bi moral imenovani zakoniti zastopnik prejeti e-poštno sporočilo. Odprite e-poštno sporočilo in kliknite na povezavo, da podpišete TLA prek DocuSign.

STEP 15

FSC Connect Home License Agreements View License History Welcome Cert... Global Solution 1 Primary Contact ES

Thank you! Your "Trademark License Agreement" has been successfully initiated.

License Agreement Process Status : Ready to send

My Certification

Organization	: Global Solution 1
Certification Code	: FSC-COC-041121
Certification Status	: Applicant
First Issue Date	:
Last Issue Date	: 11/3/2021
Expiry Date	: 11/2/2026

License Agreement

Legal Form *

Preferred Language *

Legal Representative

Email *

Job Title *

First Name *

Last Name *

* Required Information for License Agreement

My License

License Code	: FSC-C041121
License Type	: Single License
License Status	:
License Process Status	: Ready to send
License Signature Date	:
License Expiry Date	:

FSC FORESTS FOR ALL FOREVER

FSC sent you a document to review and sign.

[Review and sign the FSC Trademark License Agreement](#)

FSC
no-reply@connect.fsc.org

Dear Certificate Holder 1,

You are receiving this email because FSC® is updating the License Agreement for the FSC Certification Scheme. The License Agreement regulates the relationship between FSC and your organization. It also contains provisions allowing your organization to use the FSC trademarks for on-product labelling or promotional use. As the authorized legal representative, you are entrusted to sign the updated License Agreement on behalf of your organization.

Korak 16 – Preberite "Electronic Record and Signature Disclosure" (Razkritje elektronskih zapisov in podpisov) in potrdite polje, da dostopate do dokumenta. Nato kliknite "Continue" (Nadaljuj).

STEP 16

Please Review & Act on These Documents

FSC
FSC Global Development GmbH (QA SandBox)

Dear Certificate Holder 1,
[View More](#)

Please read the Electronic Record and Signatures Disclosure

I acknowledge that I have read and agree to the Electronic Record and Signature disclosure and hereby declare that I am the authorized signatory to sign this agreement on behalf of my organization.

CONTINUE OTHER ACTIONS ▾

and
(2)
Global Solution 1
Certificate Holder 1

- hereinafter 'FSC GD' -
- hereinafter 'Licensee' -
- FSC GD and Licensee hereinafter individually or jointly also referred to as 'Party' or 'Parties' -

Preamble

Whereas, the Forest Stewardship Council A.C. (hereinafter 'FSC AC'), with its registered office in Calle Margarita Maza de Juárez # 422, Col. Centro, 68000 Oaxaca, México is an international not-for-profit

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Korak 17 – Dokument pozorno preberite in po branju kliknite na “Start” (Začni) v zgornjem levem kotu dokumenta. To vas bo pripeljalo do polja “Sign” (Podpis).

STEP 17

Please review the documents below.

FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: 16341FA5-CF04-48D9-9500-7022F7485483

START

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docuSign.com

Forest Stewardship Council®

License Agreement for the FSC® Certification Scheme

Between

(1) FSC Global Development GmbH, Adenauerallee 134, 53113 Bonn, Germany
represented by the Managing Director Mr. Kim Bering Becker Carstensen,

and
(2) Global Solution 1
Certificate Holder 1

- hereinafter 'FSC GD' -
- hereinafter 'Licensee' -

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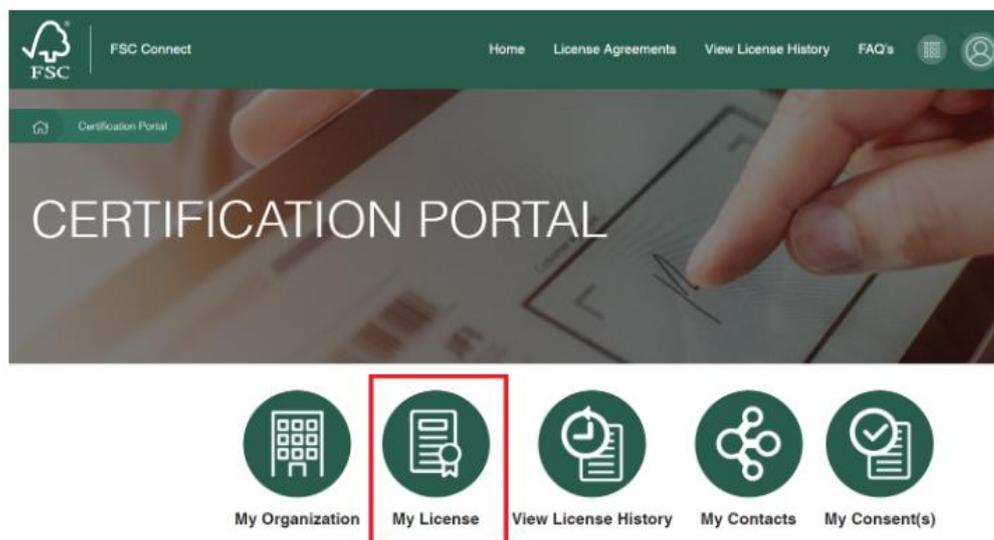
Korak 18 – Kliknite na “Sign” (Podpiši), da ustvarite svoj podpis. Sistem prikaže vaše ročno napisano ime kot predlog za podpis. Alternativno lahko narišete ali naložite svoj podpis. Ko podpišete vsa zahtevana polja, kliknite na “Finish” (Dokončaj) v zgornjem desnem kotu dokumenta.

STEP 18

The image shows two screenshots of the DocuSign interface. The top screenshot displays a document page titled "23. Signature Page" with a "SIGN" button highlighted by a red box and an arrow. The document text includes a disclaimer and a clause stating that the license becomes effective upon signing. There are signature lines for "For FSC GD" and "For Licensee Certificate Holder 1", with a date field set to "21 November 2021". A "Sign" button with a download icon is also highlighted with a red box and an arrow. The bottom screenshot shows the "Adopt Your Signature" dialog box. It prompts the user to confirm their name and signature. The "Full Name" field contains "Certificate Holder 1" and the "Initials" field contains "CH". There are three buttons: "SELECT STYLE" (highlighted with a red box), "DRAW", and "UPLOAD". Below these is a "PREVIEW" section showing a sample signature and initials. At the bottom of the dialog, the "ADOPT AND SIGN" button is highlighted with a red box and an arrow, and a "CANCEL" button is also visible.

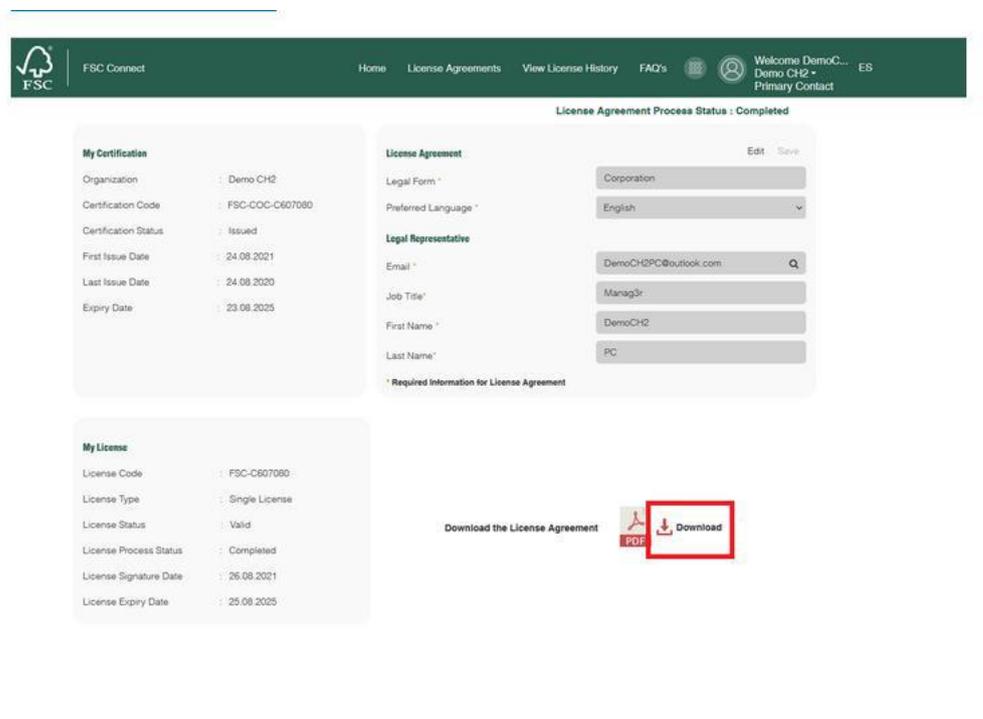
Korak 19 – Do podpisanega TLA lahko dostopate tudi prek svojega računa na portalu za certificiranje (Certification Portal). Prijavite se v svoj račun FSC Connect in kliknite na "My License" (Moja licenca).

STEP 19



Korak 20 – Kliknite na ikono “Download” (Prenesi).

STEP 20



PRILOGA A: FSC CHECK – NAVODILA ZA UPORABO

FSC Check je orodje, ki omogoča izvedbo analize na podlagi tveganja organizacij, ki želijo pristopiti ali ponovno vstopiti v sistem FSC, s čimer se zagotovi, da so njihove vrednote usklajene z vrednotami FSC.

Splošno o uporabi FSC Check:

- Osnutke lahko shranite, preden dokončno pošljete odgovore.
- Za vprašalnik lahko izberete angleški, španski ali francoski jezik. Jezike lahko spremenite v vrstici v zgornjem desnem kotu FSC Check. Obstaja možnost samodejnega prevajanja strani. Upoštevajte, da FSC teh prevodov ni pregledal.
- Večina vprašanj je v obliki "Select one" (Izberite eno) ali "Select all options" (Izberite vse možnosti) ali zahteva vnos imen. Za vse pisne odgovore – razen za "Local name" (Lokalno ime) – uporabite latinico.
- Certifikacijski organ ali organ, ki obravnava vloge za članstvo, bo prejel obvestila o napredku postopka.

Opomba: Postopek FSC Check je potreben le za nove certifikate in je predpogoj za začetek postopka certificiranja. Zato se izvede pred podpisom elektronskega TLA.

FSC Check korak za korakom

Korak 2.1 bis: Ustvarite prijavne podatke

Po ustvarjanju računa FSC Connect boste prejeli dobrodoščilo za FSC Check. V e-pošti kliknite na “**Click here to log in to FSC Connect to access FSC Check**” (Kliknite tukaj, da se prijavite v FSC Connect in dostopate do FSC Check).



*Español abajo
Français ci-dessous*

Dear Demo User,

Your FSC Connect account has been successfully activated. FSC Connect is the gateway portal that provides you access to various FSC tools, content and data. It delivers centralized, digital solutions to help you engage with FSC.

We are pleased to welcome you to FSC Check. By accessing it, you will have the opportunity to view and fill in your information. Completion of FSC Check is required before taking the final steps of the application process.

[Click here to login to FSC Connect to access FSC Check](#)

FSC Check is a vital contribution to achieving FSC's mission of Forests for All Forever. FSC has introduced FSC Check for all new applicants to ensure that the values of everyone joining the system are aligned with those of FSC. For more information, please visit our [website](#) .

If you are facing any difficulties, please reach out to us via connect@fsc.org .

Thank you for your interest in joining FSC!

Kind regards,
The FSC Check team

S klikom na gumb se odpre naslednja stran, kjer bo od vas zahtevano, da izberete svoje “nastavitve zasebnosti”. Izberite, kako želite, da sistem shranjuje “piškotke”.

Thank you for your interest in joining FSC and for all your efforts towards our mission of Forests for All Forever!

As the next step of your application, you are invited to access **FSC Check**.



Let's check your privacy preferences.

We use cookies to give you the best possible experience. Some are essential for this site to function; others help us understand how you use the site, so we can improve it. We may also use targeted cookies for advertising purposes. Click "Accept all cookies" to proceed to browse the website, "Accept only necessary cookies" to accept only essential cookies or click "Customize cookies" to choose what cookie types you will accept.

✓ Accept all cookies

✗ Accept necessary cookies only

⚙️ Customize cookies

[Privacy notice](#)

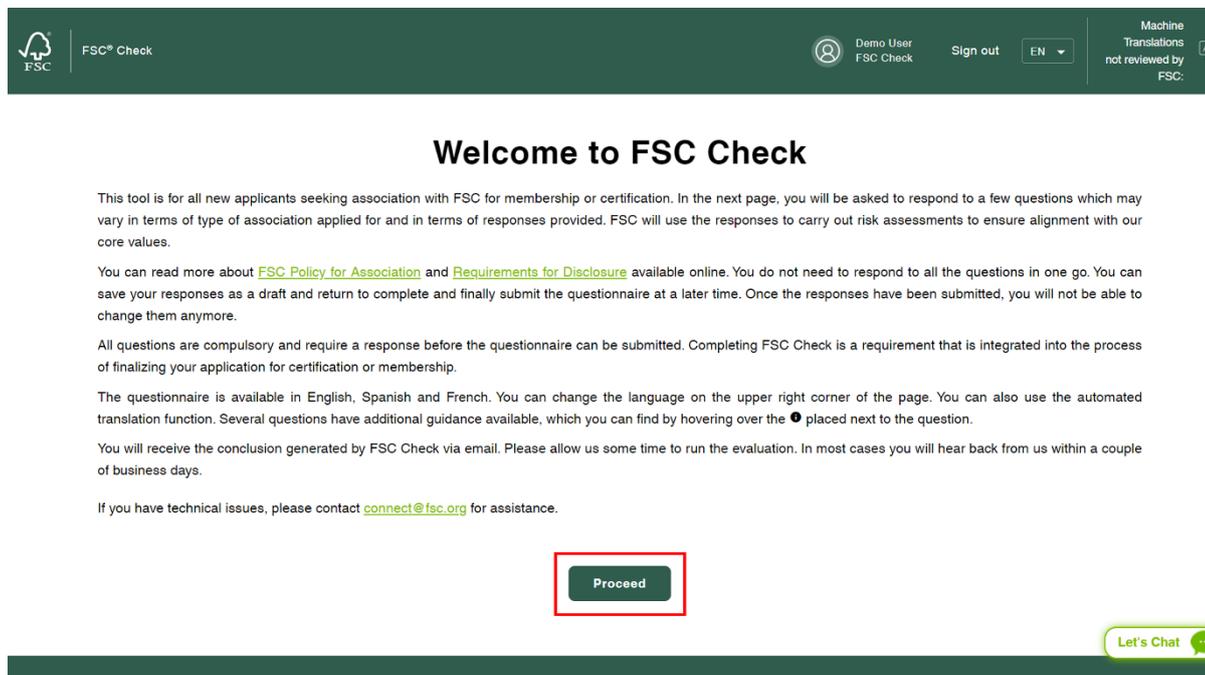
Korak 2.2 bis: Prijava v FSC Connect

Za prijavo uporabite svoj e-poštni naslov in novo geslo. FSC Check se bo odprl samodejno.



Korak 2.3 bis: Uvod v FSC Check

Preberite uvodno stran in kliknite na **“Proceed”** (Nadaljuj).



Opomba o možnostih izbire jezika:

Uradni prevodi FSC: FSC Check je na voljo tudi v španščini in francoščini. Jezik lahko izberete iz seznama v glavi strani.



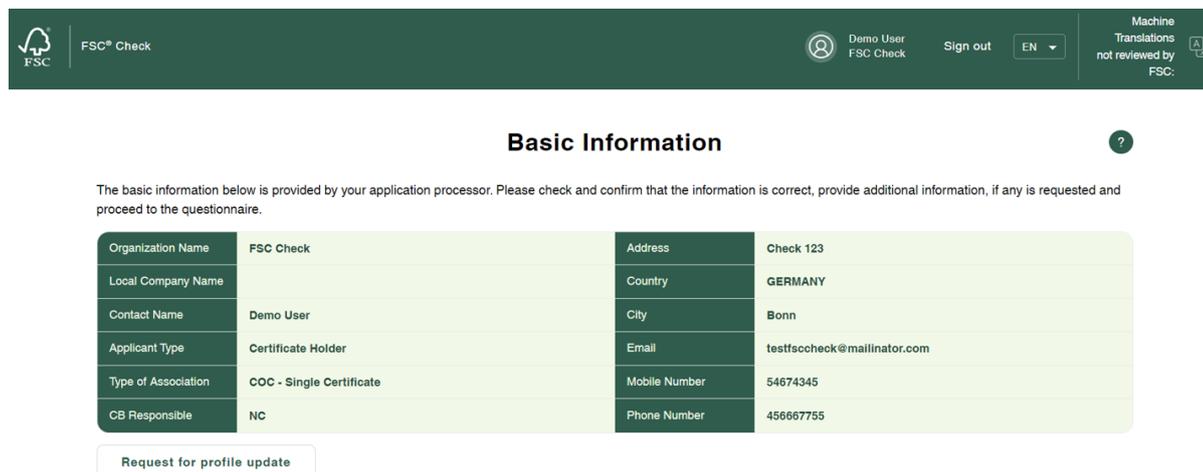
FSC Check ima vgrajen avtomatski prevajalnik, ki lahko prevede vsebino orodja v 18 jezikov. Vendar pa FSC teh prevodov ne preverja. Do možnosti avtomatskega prevajanja lahko dostopate prek zavihka v desnem kotu glave strani. Kliknite na gumb menija in izberite želeni jezik iz seznama.



Korak 2.4 bis: Preverjanje osnovnih informacij in soglasje za uporabo podatkov

Na strani se prikažejo osnovne organizacijske informacije, ki jih je naložila certifikacijska organizacija.

Preverite, ali so podatki pravilni.



Organization Name	FSC Check	Address	Check 123
Local Company Name		Country	GERMANY
Contact Name	Demo User	City	Bonn
Applicant Type	Certificate Holder	Email	testfsccheck@mailinator.com
Type of Association	COC - Single Certificate	Mobile Number	54674345
CB Responsible	NC	Phone Number	456667755

Request for profile update

Če so potrebni popravki, kliknite gumb **“Request for profile update”** (Zahteva za posodobitev profila). Na tej točki lahko pošljete sporočilo z navedbo informacij, ki jih je treba popraviti. Sporočilo se samodejno pošlje certifikacijskemu organu, ki vam bo neposredno potrdil, da je bil popravek izveden.

Request for Profile Update

Please provide update needed in user details

To: **l.ramon@fsc.org**

Supported file formats - .png, .jpeg, .jpg, .bmp, .txt, .pdf, .doc, .docx, .xls, .xlsx, .csv, .pps, .ppt, .pptx, .zip, .rar

Če je organizacija že certificirana po FSC, vnesite **licenčno številko certifikata** (npr. FSC-C123456), ki bo preverjena z vašim imenom. Po preverjanju s strani FSC Check boste usmerjeni k izhodu iz orodja.

REQUEST FOR PROFILE UPDATE

Are you currently an FSC international member or a certificate holder?

Yes

Please enter your License Code/Member ID

I agree to the [terms and conditions](#) for the FSC Check.

I hereby consent to the processing of the data that I have provided within the FSC Check under the following [data privacy statement](#).

I hereby agree that once the FSC Check questionnaire is submitted, the following information will be publicly visible on [FSC Certificate Public Dashboard](#) for 30 days: applicant's name, type of association applied for and country.

Information is correct, ready to continue

FSC® International

Address: Steine 134
53113 Bonn

Email: info@fsc.org

Phone: +49 (0) 228 367 66
Fax: +49 (0) 228 367 66 65

Contact Us

Visit fsc.org

FSC® Check - FSC® F000190 © 2023. All rights reserved. | Privacy Policy

Opomba o dodatnih funkcijah, ki pomagajo pri izpolnjevanju FSC Check:

Če imate vprašanja ali tehnične težave pri dostopu do FSC Check, lahko uporabite funkcijo klepeta, imenovano Willow, s klikom na **“Let's Chat”** (Začnite pogovor). Willow je na voljo ves čas izpolnjevanja FSC Check.

Kontaktne informacije FSC lahko najdete tudi s klikom na **gumb, kjer je vprašaj** v zgornjem desnem kotu strani.

Basic Information

The basic information below is provided by your application processor. Please check and confirm that the information is correct, provide additional information, if any is requested and proceed to the questionnaire.

Organization Name	FSC Check	Address	Check 123
Local Company Name	NA	Country	GERMANY
Contact Name	Demo User	City	Bonn
Applicant Type	Certificate Holder	Email	testfsccheck1@mailinator.com
Type of Association	COC - Single Certificate	Mobile Number	54574345
CB Responsible	NC	Phone Number	456667755

[Request for profile update](#)

Are you currently an FSC International member or a certificate holder?

Yes

Please enter your License Code/Member ID

FSC-C171111

[Let's Chat](#)

Korak 2.5 bis: Dajte soglasje za uporabo podatkov

V spodnjem delu strani z naslovom "Basic Information" (Osnovne informacije) potrdite, da ste prebrali izjavo o varstvu zasebnosti, da sprejemate pogoje in da se na spletni strani FSC objavijo ime prosilca, država, vrsta zahtevane povezave in datum predložitve vprašalnika FSC Check. Za potrditev kliknite na potrditvena polja in nato na gumb "**Information is correct, ready to continue**" (Informacije so pravilne, lahko nadaljujemo).

Vse potrditve so potrebne, da lahko nadaljujete z izpolnjevanjem vprašalnika.

FSC ne bo mogel shraniti vaših podatkov brez vašega soglasja s pogoji in brez potrditve, da se strinjate z izjavo o varstvu osebnih podatkov.

Zakonodajne zahteve FSC predvidevajo objavo prosilcev (ime, država in vrsta zahtevka), da se zagotovi preglednost glede tega, kdo je zaprosil za pridružitvev sistemu FSC. Objava je aktivna 30 dni (od trenutka, ko so predloženi končni odgovori), nato pa se odstrani. Obdelava vloge ne zahteva čakanja na ta rok, vendar se lahko v tem času nadaljuje in zaključi.

REQUEST FOR PROFILE UPDATE

Are you currently an FSC International member or a certificate holder?

Yes

Please enter your License Code/Member ID

FSC-C171111

I agree to the [terms and conditions](#) for the FSC Check.

I hereby consent to the processing of the data that I have provided within the FSC Check under the following [data privacy statement](#).

I hereby agree that once the FSC Check questionnaire is submitted, the following information will be publicly visible on [FSC Certificate Public Dashboard](#) for 30 days: applicant's name, type of association applied for and country.

Information is correct, ready to continue

 **FORESTS FOR ALL FOREVER**

FSC® International
Adrianauskas 134
53173 Bielefeld
Email: info@fsc.org
Phone: +49 (0) 228 387 66
Fax: +49 (0) 228 387 66 60

Contact Us
Visit fsc.org

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Let's Chat

Korak 2.6 bis: Postopek izpolnjevanja vprašalnika

Vprašanja se razlikujejo glede na vrsto kandidatov in podane odgovore. Pričakujete lahko naslednje vrste vprašanj:

- vrsta organizacije,
- davčne številke,
- imena poslovnih subjektov v istih skupinah družb,
- velikost in število zaposlenih, lastnikov in dejanskih lastnikov,
- vpletenost v nesprejemljive dejavnosti,
- sodbe in sodni postopki v zvezi z nesprejemljivimi dejavnostmi v zadnjih 5 letih,
- zgodovina izključitev in blokad s strani FSC,
- odnosi z izključenimi ali blokiranimi družbami.

Posredujte osnovne informacije o organizaciji.

Questionnaire

Expand All ?

1 Applicant Information

2 Basic Information

Are you an individual or an organization? ●

Back Next

Save as draft Res...

--Select--
 --Select--
 Individual
 Organization

Navedite, ali je organizacija vpletena v katero od šestih nesprejemljivih dejavnosti, ki jih je opredelil FSC.

Questionnaire

Expand All ?

1 Applicant Information

2 Basic Information

3 Individual

4 Policy for Association

Have you or any part of your corporate group currently or during past 5 years engaged in the following unacceptable activities? ●

Illegal harvesting or illegal trade in forest products? ● Yes No

Violation of customary or human rights within the forestry or forest product sector? ● Yes No

Violation of workers' rights and principles defined in the International Labour Organization (ILO) Declaration on Fundamental Principles and Rights at Work within the forestry or forest products sector? ● Yes No

Destruction of High Conservation Values (HCVs) in forests or High Conservation Value areas? ● Yes No

Let's Chat

Dodatne informacije o vprašanjih:

Za več vprašanj so na voljo dodatna navodila, ki jih najdete, če z miško premaknete kurzor na črko "i" ob vprašanju.

Have you or any part of your corporate group currently or during past 5 years engaged in the following unacceptable activities? ⓘ

Illegal harvesting or illegal trade in forest products? ⓘ Yes No

Violation of customary or human rights within the forestry or forest product sector? ⓘ Yes No

Korak 2.7 bis: Potrdite točnost podatkov in pošljite odgovore

Preglejte odgovore in se prepričajte, da so točni, potrdite točnost s klikom na potrditveno polje in nato kliknite na "Submit" (Pošlji).

FSC® Check Demo User FSC Check Sign out EN Translations not reviewed by FSC

Questionnaire

Expand All ⓘ

- Applicant Information
- Basic Information
- Individual
- Policy for Association
- 5 Completion**

Attestation of Truth, Accuracy and Completeness: I confirm under legal responsibility that all statements, information, data and documents contained in the answers to FSC Check are true, accurate and complete.

Back **Submit**

Save as draft Reset Let's Chat

Po kliku na "Submit" se prikaže potrditveno okno. Kliknite na "Confirm" (Potrdi). Opomba: ko odgovore pošljete, jih ne morete več spreminjati.

Attestation of Truth, Accuracy and Completeness: I confirm under legal responsibility that all statements, information, data and documents contained in the answers to FSC Check are true, accurate and complete.

Back Submit

Confirmation

Please confirm that you would like to submit your responses to FSC Check for review.

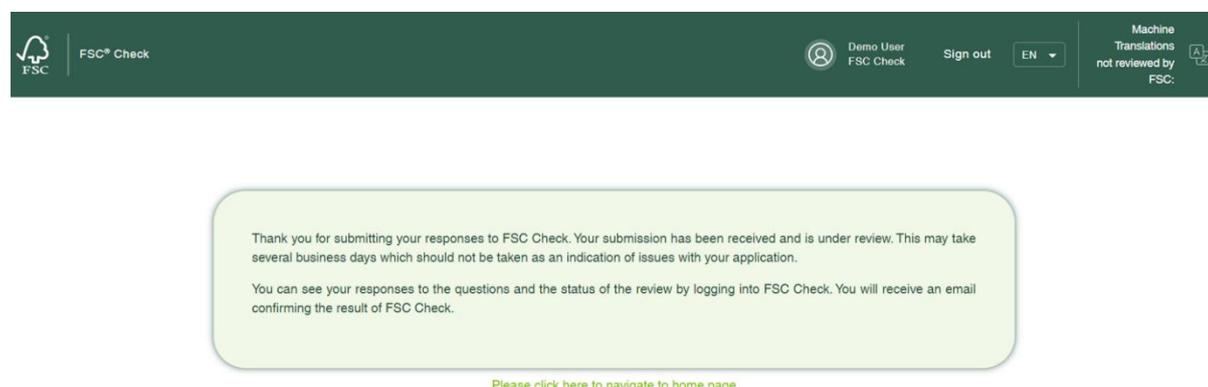
Confirm Cancel

FSC® International Address: ... 53113 Bonn Email: info@fsc.org Phone: +49 (0) 228 307 60

FORESTS FOR ALL FOREVER

Korak 2.8 bis: Zaključek

V nekaj delovnih dneh boste prejeli e-poštno sporočilo. Če bo FSC želel dodatna pojasnila glede na vaše odgovore, vas bo v tem času kontaktiral po e-pošti.



The screenshot shows the top navigation bar of the FSC Check website. On the left is the FSC logo and 'FSC® Check'. On the right, there is a user profile for 'Demo User FSC Check' with a 'Sign out' button and a language dropdown set to 'EN'. Further right, it says 'Machine Translations not reviewed by FSC.' with a small icon. Below the navigation bar is a light green rounded rectangle containing the following text:

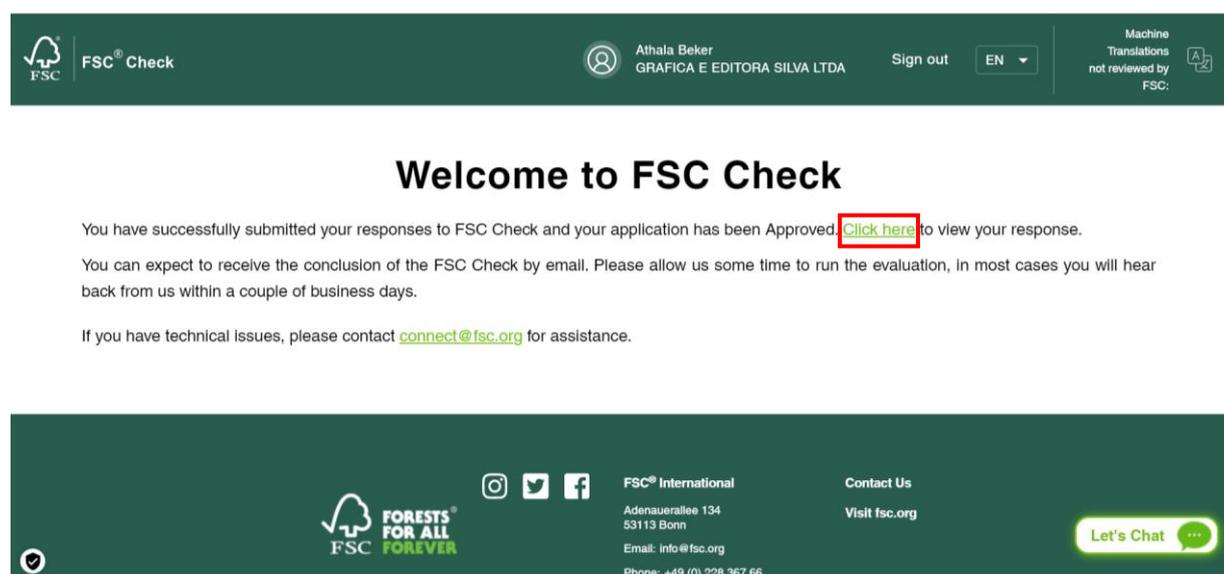
Thank you for submitting your responses to FSC Check. Your submission has been received and is under review. This may take several business days which should not be taken as an indication of issues with your application.

You can see your responses to the questions and the status of the review by logging into FSC Check. You will receive an email confirming the result of FSC Check.

Below the text is a link: [Please click here to navigate to home page](#)

Korak 2.9 bis: Pregled odgovorov

Če želite pregledati poslane odgovore, kliknite na **“Please click here to navigate to home page”** (Kliknite tukaj, da se vrnete na začetno stran) na dnu strani, ki se prikaže v točki 10. Sicer lahko odgovore pregledate tako, da se prijavite v svoj račun prek povezave za prijavo, ki je navedena v pozdravnem e-poštnem sporočilu. Preusmerjeni boste na spodnjo stran. Kliknite na **“Click here”** (Kliknite tukaj), da se prikaže stran z vašimi odgovori.



The screenshot shows the 'Welcome to FSC Check' page. The top navigation bar is dark green and contains the FSC logo, 'FSC® Check', a user profile for 'Athala Beker GRAFICA E EDITORA SILVA LTDA' with a 'Sign out' button and a language dropdown set to 'EN', and the text 'Machine Translations not reviewed by FSC.' with a small icon. The main content area has a white background with the heading 'Welcome to FSC Check'. Below the heading, there is a message: 'You have successfully submitted your responses to FSC Check and your application has been Approved. [Click here](#) to view your response.' The 'Click here' link is highlighted with a red box. Below this, it says: 'You can expect to receive the conclusion of the FSC Check by email. Please allow us some time to run the evaluation, in most cases you will hear back from us within a couple of business days.' At the bottom of the main content area, it says: 'If you have technical issues, please contact connect@fsc.org for assistance.' The footer is dark green and contains the FSC logo, the text 'FORESTS FOR ALL FOREVER', social media icons for Instagram, Twitter, and Facebook, the FSC International address (Adenauerallee 134, 53113 Bonn), email (info@fsc.org), and phone number (+49 (0) 228 367 66). There are also links for 'Contact Us' and 'Visit fsc.org', and a 'Let's Chat' button with a speech bubble icon.

Pregled odgovorov.

 FSC® Check Oliana Fluette
Donglin Commercial Company Sign out EN Machine Translations not reviewed by FSC.

Questions & Submitted Responses Expand All

Applicant Information

Organization Name	Donglin Commercial Company	Address	Zavodska, 10
Local Company Name	МПП ТУОБ "ОИЦМА"	Country	CHINA
Contact Name	Oliana Fluette	City	Suzhou City
Applicant Type	Certificate Holder	Email	olianafluette@mailinator.com
Type of Association	COC - Single Certificate	Mobile Number	+1 755 466 4646
CB Responsible	Congruent	Phone Number	+1 755 464 4646

Basic Information

Individual

Policy for Association

[Please click here to navigate to home page](#)

Let's Chat

STE OPRAVILI FSC CHECK? ČESTITAMO, SKORAJ SMO NA KONCU!

Po e-pošti boste prejeli informacije o naslednjih korakih, ki jih morate opraviti za podpis TLA. Prosilci za posamezne certifikate bodo prejeli vabilo, da začnejo s spletnim postopkom (nadaljujte s 3. korakom postopka podpisa TLA, navedenim zgoraj). Drugi prosilci bodo za naslednje korake kontaktirani s strani svojih certifikacijskih organov.

Pomembno:

Je bil vas FSC Check zavrjen? FSC vas trenutno ne more sprejeti v sistem FSC. Razlog za to bo sporočen vam in vaši certifikacijski organizaciji, skupaj z nasveti o ukrepih, ki jih je treba sprejeti, da se ta situacija razreši.