

## APPLICATION AND DECLARATION OF UNDERTAKING

To: Secretary, UK Wood Packaging Material Marking Programme  
TIMCON  
Q House, Troon Way Business Centre  
Humberstone Lane, Thurmaston  
LEICESTER  
LE4 9HA

**From:**  
Company:

Designated person (for all contacts)

Position:

Address:

Post Code:

Telephone

Fax:

Email:

**COMPANY ACTIVITIES** (please select all that apply)

Cable reel manufacturer:

Packaging case manufacturer:

Pallet Manufacturer:

Manufacture of other wood packaging:

Pallet repairer/recycler:

Re-manufacturer of packaging material:

Other (please state):

**Additional Services:**

Are you looking to provide ISPM15 Heat Treatment Services to 3<sup>rd</sup> parties:

Are you looking to repair/recycle ISPM15 packaging:

**Association Memberships:** (please select all that apply)

Timcon:            NAPD:            UKFPA:            Other (please state):



# UK WOOD PACKAGING MATERIAL MARKING PROGRAMME

## Objective of the Wood Packaging Material Marking Programme

To offer an official programme in the UK, based on the International Standard for a Phytosanitary Measure (ISPM 15) "Guidelines for regulating wood packaging material used in international trade", whereby manufacturers and repairers of relevant wood packaging material may be authorised to apply a standardised mark to each article attesting that it meets recognised phytosanitary (plant health) requirements.

## Definition of "Wood Packaging Material"

For the purposes of this Programme, "relevant wood packaging material" is defined as wood packaging material in the form of pallets, crates, boxes, cable drums, or similar articles used in supporting, protecting or carrying a commodity which are comprised either in whole or in part of unprocessed wood. "Processed wood" is material constructed using glue, heat or pressure, or any combination thereof.

## Summary Conditions for Membership

1. A registration fee of £400 is payable at the time of application. Please forward your cheque for £400, made payable to TIMCON, with this form. All applications will be acknowledged with an invoice and notification of registration number. This number must appear, without any alterations, additions or deletions in the stamp or mark applied to wood packaging material produced under the Programme.
2. Before approval to apply the Programme mark to your products is given, an initial assessment will need to be carried out to ensure that you are able and willing to meet all of the requirements of the Programme, as set out in Plant Health Guide "The UK Wood Packaging Material Marking Programme". This assessment, and ongoing six-monthly re-assessments, will be carried out by one of the independent agencies recognised for the purpose and listed in the accompanying Appendix. You will be responsible for arranging a time for your assessment with the agency of your choice and for payment of their fees to them.
3. Following the successful conclusion of your assessment, a Certificate of Registration and approval to use the Programme mark will be issued by TIMCON. This must be displayed where it will be visible to visitors to the premises. It shall remain valid until either you notify TIMCON that you wish to withdraw from the Programme, or your approval to use the mark is suspended or withdrawn because of non-compliance with the requirements of the Programme.
4. By making an application to join the Programme, applicants undertake to comply with the requirements set out in the Forestry Commission's Plant Health Guide "The UK Wood Packaging Material Marking Programme" and the accompanying **Assessment Requirements** Information Sheet, together with any amendments thereto.
5. By making an application to join the Programme, applicants declare that they are ready to undergo an **initial assessment** of their ability to meet all requirements of the Programme.
6. Participants in the Programme shall be required to undertake **re-assessment** at six monthly intervals. Participants shall be notified by TIMCON not less than two month's before re-assessment is due. It shall be the participant's responsibility to arrange for re-assessment. In the event that the participant fails to have an assessment carried out by the due date, TIMCON shall, acting on instructions from either the Forestry Commission or the Forest Service, notify the participant that their approval to use the Programme mark has been withdrawn and shall require the return of the certificate.

## Declaration

I declare that I have read and understand the Forestry Commission's Explanatory Plant Health Guide setting out the obligations that must be met by participants in the UK Wood Packaging Material Marking Programme. I further declare that all necessary procedures are either in place or will be in place before any wood packaging material is marked under the Programme.

I hereby apply for registration in the Programme and agree to all conditions of membership.

Signed ..... (Name) ..... Date.....