

REGISTER OF DOCUMENTS REQUIRED FOR PROOF OF LEGALITY COMPLIANCE IN THE TIMBER SECTOR OF GHANA

The table below represents the legal timber supply process, the Verification principles and the list of documents that are expected to be kept by a company involved in sourcing, timber harvesting, processing or trading, as evidence of legality compliance.

Control Point (Gh-Timber Legality Principles)	Means of verification	Documentation			
		Natural Forest	Plantation	Abandoned & Confiscated	Milled Rejects/ Slabs/ Off Cuts
Sourcing	Access Rights (TUC, Salvage Permits) Note: Provide access rights necessary for 100% yield removal	1. Certificate of Incorporation 2. Form C (Loggers) 3. Registration with FC/TIDD-(Millers) 4. Written Consent form Landowners, Concerned Group or Individual 5. Inventory Data (Stock Survey/Yield Marking, Pre-felling and Plantation Assessment)		1. Certificate of Incorporation 2. Registration with FC/TIDD 3. Court Order 4. Certificate of Purchase 5. Payment receipts	1. Certificate of Incorporation 2. Registration with FC/TIDD 3. DoTIC 4. Payment receipts
		1. TUC approval / ratification, Salvage Permit 2. Copy of TUC area Map 3. Copy of Management Plans if applicable	1. Entry permits 2. Allocation letter		
		**** Valid Social Responsibility Agreements (SRAs) & Compensation for damaged crops			
Harvesting	Harvesting Approval	1. Approved Yield Letter / Yield List 2. Approved letter or permit to harvest restricted species 3. Logging plan 4. Felling record 5. Countersigned TIFS 6. Compartment Closure Certificate	1. Plantation harvesting plan 2. Plantation Production Certificates	NOT APPLICABLE	
Log Transport	Transportation Compliance	1. Stamped / Endorsed LMCC 2. Letter: Special permit to transport timber (Weekend Permit) 3. Company Waybill 4. Log Transfer Certificate	1. Stamped / Endorsed PLMCC	1. Log Transfer Certificates (LTC) 2. Confiscated Log Measurement and Conveyance Certificate (CLMCC) 3. Abandoned Log Measurement and Conveyance Certificate (ALMCC)	Company Waybill
Processing	Processing Compliance	1. Log Remanufacture forms (Log Crosscut Register) 2. Valid Annual License and Renewal (TIDD) 3. Tally Sheets 4. Endorsed consignment input-output statement / report 5. Packing list & summary specification sheet 6. Log disposal statement (Mill rejects) DoTIC 7. Work Instructions 8. Health and Safety Training Records or Report 9. Accident Records			
Transport of Processed Timber	Lumber Transport Documentation	1. Lumber Inspection Certificate 2. DoTIC 3. Company Waybills			
Trade/Sales/Export	Mill/Factory Records (Domestic)	1. DoTIC/ Other Products Inspection Certificate 2. VAT Registration - Ghana Revenue Authority (GRA) 3. Lumber Sales Report to TIDD			
	Retail Vendor Records (Domestic)	1. Valid Vendor Registration Certificate-TIDD 2. VAT Registration - Ghana Revenue Authority (GRA) 3. Waybills & Stock Records 4. Sales Records 5. Lumber Sales Report to TIDD			
	Export Trade Documentations	1. TIDD Approved sales contract 2. FLEGT Licenses 3. Export Permit 4. List of buyers with their registration certificate numbers 5. Packing list & summary specification sheet 6. GRA (CEPS) clearance (GCNet) 7. Harmonized commodity codes for timber 8. Inspection Certificates 9. FEX 4A/LOC 10. Evidence of receipt of payment against consignment (Levies and Fees) 11. Export inspection Certificates			
Fiscal Obligation	Relevant proof of payment	1. Stumpage fees 2. Ground Rent 3. Export Levies 4. Income Tax 5. SSNIT 6. Social Responsibility Agreement (SRA) Payments 7. Compensation payments (if any)			
Safety & Health	Company Safety & Health Records	1. Health & safety Inspection Certificate/ Report 2. Personal Protective Equipment (PPE) supply list 3. Accident Report Summary (First Aid Report) 4. Health and Safety training reports 5. Fire Certificate			
Miscellaneous		1. Documented Procedures (Sourcing, Transport, Processing, Health & Safety)			