



## Contents

TTF Code of Conduct - Foreword.....	3
TTF Code of Conduct - Introduction .....	4
TTF Code of Conduct - Hardwood Code of Practice .....	6
TTF Code of Conduct - Panel Products Code of Practice .....	8
TTF Code of Conduct - Softwood Code of Practice.....	11
TTF Code of Conduct - Sustainability Code of Practice.....	13
TTF Code of Conduct - Disciplinary Procedure .....	15
Hardwood Annex 1 - Conversion To Metric Measure Of Imperial Timber .....	18
Grading Rules .....	18
Metric Units .....	19
Imperial Units .....	19
Processing Before Sale Including Re-Sawing, Machining To PAR .....	19
Panels Annex 1 - Supplementary Guidelines – Panel Products.....	20
The Construction Products Regulation and Wood-Based Panels .....	20
Plywood – Glue Bond.....	21
Plywood – Structural Performance.....	22
Plywood – Face Quality .....	23
Other Wood-Based Panels .....	23
Particleboard Panels To Meet BS EN 312 .....	23
OSB Panels To Meet BS EN 300.....	23
Hardboard Panels To Meet BS EN 622-2 .....	23
Medium Board Panels To Meet BS EN 622-3.....	23
Softboard Panels To Meet BS EN 622-4.....	24
Dry Process Boards (MDF) Panels To Meet BS EN 622-5 .....	24
Solid Wood Panels To Meet BS EN 13353 .....	24
PanelGuide .....	24
Bibliography .....	24

## TTF Code of Conduct - Foreword

The Timber Trade Federation is the leading voice for timber importers, distributors and traders across the UK. Our members are often the first placers of goods on to the UK market. As such we have a duty of care towards the rest of the downstream supply chain. The timber trade federation acts as the guardian of standards, quality and sustainability in the timber supply chain.

Our internal product divisions and committees set guidance to ensure that our members can meet and surpass legal and sustainable requirements so that buying from a TTF member means buying with confidence.

The Code of Conduct demonstrates the Timber Trade Federation's commitment to delivering quality and service. Our Members are committed to the highest standards of professionalism and integrity in the conduct of their business.

The Code of Conduct sets out the principles by which Members agree to behave. Members will not knowingly misrepresent facts or mislead any customers or suppliers concerning any aspects of the goods and services they provide. They also agree to abide by specific codes of practice relevant to their business.

Importantly, our Sustainability Code of Practice commits TTF Members to the highest standard of environmental practice. Our Responsible Purchasing Policy (RPP) enables compliance with the requirements of the EU Timber Regulation (EUTR), by providing tools and relevant guidance.

Our Members are committed to providing clear, responsive and user-friendly procedures to deal with complaints should they arise. If these fail to deal with a given problem, a customer may then initiate a disciplinary procedure under this Code.

The Disciplinary Procedure also gives the TTF powers to address alleged breaches of this Code of Conduct.

This document sets out the Code in its entirety but should you require any further information then you can call 0203 205 0067.

Timber Trade Federation



David Hopkins  
TTF Managing Director

*Amended June 2017*  
*Amended June 2014*  
*Amended June 2011*  
*Amended June 2007*  
*June 2002*

## TTF Code of Conduct - Introduction

1. This Code of Conduct (“Code”) is intended to assist Members of the Federation to maintain and improve the standards of conduct within the industry by assuring all market stakeholders that dealing with a TTF member means dealing with a reputable organisation.
2. For the purposes of the Code the expression “Member” shall not include Associate Members as defined in the Articles of Association and bye-laws of the Federation.
3. Otherwise the Code shall be binding on all Members. Members joining shall signify that they subscribe to the Code by signing the membership application form.
4. All Members shall additionally subscribe to the provisions of the Sustainability Code of Practice and the Codes of Practice relevant to their business which currently comprise the:
  - 4.1. Hardwood Code of Practice
  - 4.2. Panel Products Code of Practice
  - 4.3. Softwood Code of Practice
5. It is intended that the Code does not in all cases indicate in precise terms particular action which should or should not be taken but sets out principles which Members are required to apply with good sense, honesty and integrity in the spirit of the Code.
6. Failure to observe the Code or the relevant Code of Practice could lead to the imposition upon the Member by the Federation of fines, suspension from membership or expulsion from the Federation in accordance with the Disciplinary Procedure of the Federation.
7. The Code and/or the Disciplinary Procedure may be amended when necessary with the approval by the membership at an Annual General Meeting.
8. Members shall:
  - 8.1. conduct their businesses lawfully and comply with all relevant legislation and trade fairly and responsibly;
  - 8.2. behave at all times with integrity and act responsibly and with care in the day-to-day conduct of their business;
  - 8.3. not knowingly misrepresent facts or mislead any customer or supplier concerning any aspect of the goods and services they provide;
  - 8.4. respect confidential information to which they may, in the course of business, become privy;
  - 8.5. provide adequate training and instruction to their employees and agents

## TTF Code of Conduct

bringing the contents and application of this Code and its principles to their attention and requiring such employees and agents to carry out their duties in accordance with the Code;

- 8.6.** follow and comply with any instruction or guidance note or advice (where applicable) issued by the Federation;
  - 8.7.** make known and publicise the existence of the Code and where appropriate provide details of the Disciplinary Procedure;
  - 8.8.** notify the Federation of any matter which might adversely affect the reputation of the industry or the Federation;
  - 8.9.** co-operate fully and in a timely manner with any regulatory or statutory body and/or the Federation in the investigation and determination of any complaint made and referred to such body or the Federation;
  - 8.10.** provide to all persons, with whom the Member does business, clear, accurate, pre-contractual information and clear terms and conditions of supply including fair contract terms;
  - 8.11.** institute in the Members organisation clear, timely, responsive and user-friendly procedures for dealing with complaints and adhere to such procedures and time limits;
  - 8.12.** be bound by and comply with the Disciplinary Procedures if required.
- 9.** Nothing in this Code restricts or is intended to restrict the rights of a complainant or a Member to pursue remedies through the Courts except where the Member or complainant seeks resolution of the complaint by binding arbitration.
- 10.** The Disciplinary Procedure may not be invoked where the complaint has been the subject of a judicial decision or upon which judicial or arbitration proceedings have been commenced.
- 11.** Members acknowledge and agree that any award, fine, penalty cost compensation or restitution ("Award") made under the Disciplinary Procedure may be recovered as a debt by the party in whose favour such Award is made.

*Amended June 2017*

*Amended June 2014*

*Amended June 2011*

*Amended June 2007*

*June 2002*

Timber Trade Federation

## TTF Code of Conduct - Hardwood Code of Practice

All Timber Trade Federation (TTF) members dealing in hardwood and associated products are required to adopt and comply with this Code of Practice for use as a public and promotional document forming an integral part of the TTF Code of Conduct.

Its aim is to assist members in the promotion of their company's efforts to correctly supply accurately marked and labelled products and to ensure the exposure of those known to be breaching the Code as a result of wilful product mis-labelling or mis-marking.

This Code will apply to all hardwood products of any dimension and is binding on all TTF Members dealing in such goods.

1. No Member will deliberately misrepresent any hardwood product offered for sale in terms of species, quality, grade, dimension, measure, moisture content or any other aspect.
2. Where appropriate, every effort will be made to ensure that products supplied will be correctly marked. Any pack or board markings where present must correctly and accurately represent the timber which they refer to in terms of species, quality, dimension and whether or not kiln dried.
3. Where products are offered as made to BS or BS EN standards, or the recognised standards of producing nations, Members will ensure that all the specification requirements of these standards are adhered to. In instances where no contractual reference is made to any specified standard, or specific agreement between the parties, the dimensional tolerances for sawn and processed hardwood will be as per BS EN 1313, Part 2.
4. The conversion to metric measure of hardwood purchased in imperial dimension for sale in the United Kingdom will take account of the requirements given in the Hardwood Annex 1 - National Hardwood Division Metrication Code.
5. No Member shall require any producer or seller to supply any product deliberately mis-marked or unmarked, which may give a false impression of the grade, origin, whether or not kiln dried, or structural grade of the goods in question.
6. No Member will alter or deface any manufacturer's product or packing marks with the intention of misrepresenting the product's grade or description.
7. Structural grade stamps where applied must comply with the marking requirements of BS 5756 or BS 16737 for tropical hardwoods.
8. In cases where Members believe a breach of the Code of Practice has been committed as a result of product misrepresentation, or where any Member knowingly contravenes any part of the Code it is agreed that the allegation must be reported to the TTF via the TTF Code of Conduct Disciplinary Procedure, and where appropriate to legal or government authorities. Members will also

## **TTF Code of Conduct**

co-operate fully in any subsequent investigation and any resulting disciplinary proceedings, and abide by its findings.

- 9.** Members undertake to ensure that all relevant personnel employed by them will be conversant with and abide by the appropriate Codes of Practice and their implications.
- 10.** Members undertake to carry out random consignment inspections in respect of both imported and locally purchased products in order to verify that all product markings and descriptions accord with the requirements of the Code of Practice.

*Amended June 2017*

*Amended June 2011*

*Amended February 2003*

*24 April 2001*

National Hardwood Division  
Timber Trade Federation

## TTF Code of Conduct - Panel Products Code of Practice

All TTF Members dealing in panel products are required to adopt and comply with this Code of Practice for use as a public and promotional document forming an integral part of the TTF Code of Conduct.

Its aim is to assist Members in the promotion of their company's efforts to correctly supply accurately marked and labelled panel products and to ensure the exposure of those known to be breaching the Code as a result of wilful product mis-labelling or mis-marking.

This Code will apply to all wood-based panel products of any thickness and is binding to all TTF Members dealing in panel products.

1. All plywood packaging must be correctly and legibly marked with correct bond type, visual grade by face quality, nominal board thickness, manufacturer's mark and specific country of origin. This information on Pack marking must correspond to information contained in the Declaration of Performance where the product is covered by the Construction Products Regulation (CPR). These marking requirements must also apply to all individual panels where practicable. These requirements shall be incorporated in all supply contracts and documentation, including sales invoices.
2. In addition, pack marking on plywood from China should identify the species within the core using the following descriptions:
  - Poplar
  - Eucalyptus
  - Combination of Poplar & Eucalyptus (Combi Core)
  - If other species are used, these should be correctly and specifically identified.

Species of face and back veneers should also be clearly identified.

Terms such as 'as per invoice' and "MLH" do not adequately describe the product and are not acceptable.

3. Where products are offered as made to BS or BS EN standards, or the recognised standards of other producing nations, Members will seek to ensure that all the specification requirements of these standards are adhered to. For plywood products only, where no contractual reference is made to any of the above types of standards, nominal thickness tolerances and glue bond descriptions specified in the latest available versions of relevant standard(s) to be adhered to – refer to Panel Products Code of Practice 'Supplementary Guidelines – The Construction Products Regulation And Wood-Based Panels'.
  - 3.1. Wood-based panels for construction, as defined within the Construction Products Regulation (Regulation (EU) No 305/2011) will meet the specific requirements set out in the Harmonised European Standard EN 13986 for the relevant area of application.
  - 3.2. Marine Plywood supplied by Members will meet the requirements of BS 1088 (*Marine Plywood*), Part 1 (*Requirements*) and Part 2 (*Determination*)

## TTF Code of Conduct

*Of Bonding Quality Using Knife Test*). The TTF requires all members placing marine plywood on the market to show evidence of third party quality assurance certification demonstrating full compliance with BS 1088.

- 3.3.** The term 'WBP' plywood is obsolete and Members should not use it. The correct terminology is plywood with an EN 314, Class 3 Glue Bond.
- 3.4.** In accordance with the requirements of the CPR all members trading in plywood shall provide:
  - A copy of the Declaration of Performance (D.O.P)
  - A copy of the Initial Type Testing (ITT) certificate used to produce the D.O.P
  - A copy or copies of the glue bond testing undertaken during production of this batch of plywood. [Standard EN:13986, table 12 states that there should be at least one test per eight-hour shift – i.e. one test per day]
- 3.5.** From January 1<sup>st</sup> 2018 members trading in plywood from non-EU countries, shall provide evidence of regular, independent third party testing to confirm the glue bond performance claims contained in the product D.O.P.
- 3.6.** As part of routine EUTR Due Diligence processes, members must demonstrate evidence of regular species testing for plywood from high risk supply chains outside of the EU.
- 3.7.** Plywood claiming to meet the higher performance level of EN 636, Class III should, in addition to demonstrating an EN 314, Class 3 Glue Bond, also provide evidence that all veneers used in its construction were sufficiently durable for exterior use which, on the basis of the recommendation in ENV 1099, would be species listed in EN 350 as Class 3 Moderately Durable and Better, which excludes the use of sapwood. Where evidence is not available that the veneers meet this durability requirement, then written advice must be provided that a trader further down the supply-chain or end-user would have to preservative-treat or seal-treat the board in order for it to be sufficiently durable for normal exterior use.
- 3.8.** Where products make CE or Chain of Custody claims, Members must ensure these are reproduced clearly as part of the pack marking. Where necessary this requirement is in addition to the marking requirements of these schemes.
- 3.9.** BS EN 13986 states that where formaldehyde-containing materials, particularly aminoplastic resins, have been added to the product as part of the production process, the product shall be tested and classified into one of two classes: E1 or E2. All members should now trade in product that meets the classification of E1.
- 4.** No Member shall require any manufacturer or shipper to supply any product in an unmarked or mis-marked condition.
- 5.** No Member will incorrectly describe any panel product offered for sale.

## TTF Code of Conduct

6. No Member will alter or deface any manufacturer's product or packing marks with the intention of misrepresenting the product's grade or description. Where Members receive goods that they have reason to believe have been altered or defaced they undertake to inform the National Panel Products Division ("NPPD") of the supplier involved via the TTF Code of Conduct Disciplinary Procedure.
7. In cases where Members believe a breach of the Code has been committed as a result of product misrepresentation it is agreed that this must be reported to the appropriate authorities. They also undertake to inform the TTF via the TTF Code of Conduct Disciplinary Procedure of the allegation and to co-operate in any subsequent investigation and any resulting disciplinary proceedings.
8. Members undertake to ensure that all relevant personnel employed by them will be conversant with and abide by the Code of Practice and its implications.
9. Members having ownership of stock, undertake to carry out random consignment inspections in respect of both imported and locally purchased products in order to verify that all product markings and descriptions accord with the requirements of the Code of Practice.
10. Where Members knowingly contravene any part of the Code of Practice, the NPPD will invoke the TTF Code of Conduct Disciplinary Procedure. All Members agree to abide by the current TTF Code of Conduct Disciplinary Procedure.
11. For specific clarification on adherence to the Panel Products Code of Practice, please refer to Plywood Annex 1 - 'Supplementary Guidelines – The Construction Products Regulation and Wood-Based Panels' at the end of this code, otherwise please contact the Timber Trade Federation.

*Amended June 2017*  
*Amended January 2015*  
*Amended February 2014*  
*Amended March 2013*  
*Amended May 2012*  
*Amended June 2011*  
*Amended February 2010*  
*Amended February 2008*  
*Amended February 2006*  
*Amended June 2005*  
*Amended March 2004*  
*May 2003*

National Panel Products Division  
Timber Trade Federation

## TTF Code of Conduct - Softwood Code of Practice

All TTF Members dealing in softwood and associated products are required to adopt and comply with this Code of Practice for use as a public and promotional document forming an integral part of the TTF Code of Conduct.

Its aim is to assist Members in the promotion of their company's efforts to correctly supply accurately marked and labelled products and to ensure the exposure of those known to be breaching the Code as a result of wilful product mis-labelling or mis-marking.

This Code will apply to all softwood products of any dimension and is binding to all TTF Members dealing in such goods.

1. Every effort will be made to ensure that products supplied will be correctly marked. Pack markings must correctly and accurately represent the timber which they contain, in terms of quality, dimension or structural grade. End stamps where they are applied should reflect the shippers normal published marking scheme.
2. Structural grade stamps where applied must comply with the marking requirements of BS EN 14081. This should include the application of a Wet or Dry mark to correctly represent the moisture content at the time when the Strength Grading took place and the stamp was applied. These requirements shall be incorporated in all supply contracts.
3. Where products are offered as made to BS or BS EN standards, or the recognised standards of other producing nations, Members will ensure that all the specification requirements of these standards are adhered to. In instances where no contractual reference is made to any specified standard, or specific agreement between the parties, the dimensional tolerances of the product will be as per BS EN 336 for Structural Softwood, BS EN 1313, Part 1, for Sawn and Processed Softwoods, and BS 1297 for Tongue and Groove Softwood Flooring. Furthermore, where preservative treatments are required, Members shall adhere to the guidance provided within the Code of Practice BS 8417 for the choice, use and application of wood preservatives.
4. No Member shall require any producer or seller to supply any product deliberately mis-marked or unmarked, which may give a false impression of the grade, dimension, structural grade or origin of the goods in question.
5. No Member will mis-describe any softwood product offered for sale, in terms of dimension, quality or structural grade. This includes where structural timber is supplied that all reasonable efforts are made to identify constructional end uses and to ensure in such circumstances the material supplied complies with the moisture content requirements laid down in BS 4978 for Visual Strength Grading and BS EN 14081.
6. No Member will alter or deface any manufacturer's product or packing marks with the intention of misrepresenting the product's grade or description. Where Members receive goods that they have reason to believe have been altered or

## TTF Code of Conduct

defaced they undertake to inform the National Softwood Division (“NSD”) of the supplier involved via the TTF Code of Conduct Disciplinary Procedure.

7. In cases where Members believe a breach of the Code has been committed as a result of product misrepresentation it is agreed that this must be reported to the appropriate government or legal authorities. They also undertake to inform the TTF via the TTF Code of Conduct Disciplinary Procedure of the allegation, and to co-operate fully in any subsequent investigation and any resulting disciplinary proceedings.
8. Members undertake to ensure that all relevant personnel employed by them will be conversant with and abide by the appropriate Codes of Practice and their implications.
9. Members having ownership of stock undertake to carry out random consignment inspections in respect of both imported and locally purchased products in order to verify that all product markings and descriptions accord with the requirements of the Code of Practice.
10. Where Members knowingly contravene any part of the Code of Practice, the NSD will invoke the TTF Code of Conduct Disciplinary Procedure. All Members agree to abide by the current TTF Code of Conduct Disciplinary Procedure.

*Amended February 2013  
Amended June 2011  
Amended February 2010  
Amended February 2006  
December 2002*

National Softwood Division  
Timber Trade Federation

## TTF Code of Conduct - Sustainability Code of Practice

This Sustainability Code of Practice has been developed for TTF Members with businesses operating in the timber industry.

Its aim is to provide a generic set of commitments to ensure that TTF Members take steps to manage the environmental, social and economic impacts of their businesses. All TTF Members are required to adopt and implement this Code of Practice as an integral part of the TTF Code of Conduct.

1. TTF Members will have a sustainability policy or set of sustainability commitments ("*policy*") in place within their business. Existing Members should have a policy already in place, and any new members will have a policy within a year of becoming a member.
2. As an integral part of this policy, Members must make a public commitment to source timber and timber products from legal and well-managed forests and recognise that third-party certification schemes are a useful tool in providing assurances.
3. Members will implement within their procurement/purchasing function a due diligence system in line with the TTF Codes' Core Criteria for Procurement Due Diligence which can be found in section 1.2 of the RPP Tool B – Due Diligence Guidance document. An example of such a system is the TTF's Responsible Purchasing Policy, available to Full Members.
4. Members will make every reasonable effort to minimise their material environmental impacts, including but not exclusively:
  - Carbon Emissions, through efficient use of energy and fuel
  - Waste, through efficient use of material resources
5. Members will not make misleading or unsubstantiated sustainability claims.

### Normative Requirements

- a. Members will ensure that all relevant personnel employed by them will be conversant with and abide by the Code of Practice and its implications.
- b. All full members are required to make an annual submission or its equivalent to the TTF, outlining their purchases made for a defined 12-month period.
- c. All members first placing timber and timber products onto the market must have clear risk management strategies and mitigation processes as part of a fully functioning and operationalised due diligence system.
- d. All operators (first placers) agree to have their due diligence system audited by the TTF approved third party auditor and rectify any corrective actions that may arise within the prescribed time scales.
- e. Where Members knowingly contravene any part of the Code of Practice, the TTF will invoke the TTF Code of Conduct Disciplinary Procedure. All Members agree to abide by the current TTF Code of Conduct Disciplinary Procedure.

## **TTF Code of Conduct**

*Amended June 2017*  
*Amended June 2014*  
*Amended June 2011*  
*Amended February 2008*  
*May 2003*

Forests Forever Board  
Timber Trade Federation

## TTF Code of Conduct - Disciplinary Procedure

### 1. General Application

- 1.1 The following provisions and procedures shall apply to all complaints against Full Members alleging a breach of the Federation's Code of Conduct including that of its constituent Divisions.

### 2. Procedures

- 2.1 Complaints against a full member should be made in writing to the Managing Director, or their equivalent, at the TTF. The complaint should name the company in question and provide evidence to support the claim.
- 2.2 Upon receipt by the Federation of a complaint against a Full Member, the Federation shall, in the first instance, refer the complaint to the Chief Executive Officer (CEO), or their equivalent, of the Member company for a response to the allegations made by the complainant which must be provided within 14 days.
- 2.3 Where the complaint cannot be resolved by conciliation, the complaint shall be referred to a Disciplinary Panel of the Governing Board formed in accordance with Clause 4 of this Code which shall determine in what manner the complaint shall be investigated and determined. The Disciplinary Panel may, if required, appoint a suitably qualified independent investigator to prepare a factual report based on the evidence of both parties.
- 2.4 The Member and the complainant shall co-operate with the investigation and shall without limitation and in a timely manner provide such evidence as is in their possession or under their control to the Disciplinary Panel or its appointee(s), and shall permit the Disciplinary Panel or its appointee(s) to visit their premises, inspect their goods and where appropriate obtain and test any product relevant to the complaint.
- 2.5 Failure of a Member to comply with the requirements of this Clause 2 shall be itself considered a breach of the Code of Conduct.

### 3. Decisions

- 3.1 The Disciplinary Panel shall determine whether or not and to what extent a complaint has been upheld and shall make a recommendation to the Governing Board on the appropriate sanction to be applied to the member.
- 3.2 The sanction to be applied to the member shall be limited to a warning, fine, suspension or expulsion from membership of the Federation.
- 3.3 Any recommendation shall be considered at the earliest opportunity by Members of the Governing Board of the Federation which will accept, reject or amend the recommendation. The meeting can take place in person or via electronic means and is not limited to scheduled governing board meetings.

## TTF Code of Conduct

- 3.4** The decision of the Governing Board shall be communicated in writing to the parties within 7 days from the date of the meeting at which the decision was made.
- 3.5** The decision of the Governing Board shall be final, save that in the case of expulsion from membership of the Federation the Member shall have the right to appeal the decision. Any such appeal must be made in writing to the Federation within 28 days from the date of the notification of the decision to the parties.
- 3.6** An appeal shall be heard by the Governing Board at the next available opportunity, following receipt of the notice of appeal. The appellant or a representative of the appellant shall have the right to appear in person before the Board to state the reasons why the appeal is being made.
- 3.7** The Board shall consider the appeal and determine whether to uphold or reject the appeal. The decision of the Board will be communicated to the appellant in writing within 7 days of the date of the meeting at which the appeal was heard.
- 3.8** Any decision to expel shall be effective immediately following the period allowed for an appeal or, as the case may be, 7 days following a meeting of the Governing Board at which an appeal against expulsion has been rejected.
- 3.9** In the event of suspension or expulsion, the Member company can be publicly named as having breached the Code of Conduct and therefore been subject to disciplinary procedures.
- 3.10** In the event of suspension or expulsion, the Member company shall not be entitled to the refund of any subscription.

## **4. The Disciplinary Panel**

- 4.1** A Disciplinary Panel consisting of the President or Vice-President together with 3 TTF Directors selected by the Chief Executive from the current Governing Board membership will be convened by the Chief Executive. The Members selected will be approached on the basis of their impartiality, experience and availability. It is the responsibility of the Chief Executive to decide whether any party is considered to raise a conflict of interest.
- 4.2** The Disciplinary Panel will be chaired by either the Chair or Vice-Chair of the Governing Board (if the Chair has a Conflict of Interest then it falls to the Vice-Chair). If neither is suitable the Chief Executive will appoint a Chair. The Timber Trade Federation will be represented on the Panel by the Chief Executive or his appointed designate and will act in an advisory capacity with no voting rights. In the event of a vote, should the vote be tied, the Chairman shall have a second casting vote.
- 4.3** All Disciplinary Panel members are required to sign a confidentiality agreement and a conflict of interest declaration.
- 4.4** If any additional conflict arises, the Disciplinary Panel member must inform the Timber Trade Federation of the change before undertaking

## TTF Code of Conduct

membership of the Disciplinary Panel.

### 5. Costs

- 5.1** In the event the complaint requires the Disciplinary Panel to incur costs associated with the complaint then the Member against whom a sanction is imposed under Clause 3.2 or whose complaint is rejected shall pay those costs.

*Amended June 2017*

*Amended June 2011*

*May 2003*

Timber Trade Federation

## Hardwood Annex 1 - Conversion To Metric Measure Of Imperial Timber

### Grading Rules

Hardwood timber is produced in the country of origin according to standard sets of grading rules, which not only define the quality of timber but also the standard sizes and measuring tolerances. The table below shows those rules most often applied to timber entering the UK market, the geographical areas in which they are used and whether they define sizes as metric or imperial.

Hardwood Export Standard	Russia	Metric
Malaysian Grading Rules	Far East (Malaysia, Indonesia)	Metric & Imperial
Australian Grading Standards	Australia	Metric & Imperial
NHLA	North & South America China	Imperial Imperial
SATA/FPIB	West Africa	Metric & Imperial
	European	Metric

**NB:** *There are no European grading rules as such, but a number of EN Standards contain important information on standard sizes, measuring tolerances and qualities. These include:*

<i>BS EN 336</i>	<i>Structural Timber. Sizes. Permissible Deviations.</i>
<i>BS EN 1309-1</i>	<i>Round And Sawn Timber. Method Of Measurement Of Dimensions. Sawn Timber (includes hardwood and softwood, square edged and unedged, excludes tropical timber).</i>
<i>BS EN 1312</i>	<i>Round And Sawn Timber. Determination Of The Batch Volume Of Sawn Timber.</i>
<i>BS EN 1313-2</i>	<i>Round And Sawn Timber. Permitted Deviations And Preferred Sizes. Hardwood Sawn Timber.</i>

Timber is graded at a high moisture content in the source region, generally as it is cut from the log. As the timber dries to its end-use dimensions, it will shrink and this loss of volume may be up to 7%. It is trade practice to sell sawn timber through the UK supply chain and down to the end user based on net (dry) dimensions after kilning or drying has taken place.

The surface roughness of sawn timber and the possibility of dimensional change depending upon relative humidity, means that it is not generally practical to use fractions of millimetres when measuring or converting sawn timber. This fact is recognised in the dimensions and tolerances defined in the above Standards.

## TTF Code of Conduct

### Metric Units

Where the Grading Rules use metric units, sawn goods will normally be supplied in the following UK standard metric dimensions:

Thickness and Widths in mm	12	16	19	22	25	32	38	44		
	50	63	75	100	115	125	150	160		
	175	200	225	250	275	300	etc			
Lengths in Metres	1.20	1.50	1.80	2.10	2.40	2.70	3.00	3.30	3.60	3.90
	4.20	4.50	4.80	5.10	5.40	5.70	6.00	6.30	6.60	6.90
	7.20	etc								

Other special and European Standard metric sizes would be specifically defined on the purchase contract and then sold on through the supply chain as these defined sizes.

### Imperial Units

Where the original Grading Rules use imperial units, a conversion process will take place to achieve metric units for the sales transaction.

If the transaction involves full packs of timber as supplied from the country of origin, the quantity in cubic feet as provided by the original supplier will be converted directly to cubic metres, using the factor  $35.315 \text{ ft}^3 = 1 \text{ m}^3$ . The original supplier may, on occasion, use an alternative imperial unit such as Board Measure. In such cases UK timber companies first convert the imperial unit to cubic feet before proceeding with the conversion to cubic metres.

If the transaction involves timber removed from its original packing, then there are two systems which may be used to achieve a metric quantity for sale:

**System A**, where the nominal Thickness, Width and Length of each piece are measured in imperial sizes and calculated to an imperial volume, which is then converted directly to cubic metres using the factor  $35.315 \text{ ft}^3 = 1 \text{ m}^3$ .

**NB:** *Where goods were produced according to NHLA Grading, the rules do not require boards to be cut to specific imperial widths, but state when measurement takes place any board up to 1/2" oversize will be rounded down to the nearest inch, while any board between 1/2" and the next full inch will be rounded up to that dimension. It is trade practice to sell NHLA graded timber through the UK supply chain on this measurement basis.*

**System B**, where the actual Thickness, Width and Length of each piece are measured in metric sizes and the cubic metre volume calculated as the basis for the sales transaction.

### Processing Before Sale Including Re-Sawing, Machining To PAR Or Mouldings

Where processing on imported timber is undertaken, then the sawing and machining will be carried out to specified finished sizes and dimensions, normally in metric. The equipment used for these tasks is, therefore, specifically calibrated to metric dimensions. Occasionally, stock may be sawn or machined to imperial units generally because they are required by the customer to match existing timber sections. It is trade practice to sell machined items based upon the nearest standard metric size as given in the list above.

## Panels Annex 1 - Supplementary Guidelines – Panel Products

### The Construction Products Regulation and Wood-Based Panels

The CPR is unambiguous about the obligations of commercial operators selling products for a construction purpose. A summary of its main requirements are:

- a. When products are covered by a harmonised standard (e.g. EN 13986 for Wood-Based Panels) the manufacturer shall draw up a Declaration of Performance when placing it on the market – Article 4.1. This means that before being offered for sale, all panels intended for construction, regardless of whether or not that purpose is structural, must be tested to determine the performance that should be expected for it and that performance must be declared.
- b. By drawing up the Declaration of Performance, the manufacturer shall assume responsibility for its conformity with such declared performance – Article 4.3. This means that, once the performance has been declared, the manufacturer must ensure that the future production continues to meet the declared performance.
- c. The Declaration of Performance shall express the performance of construction products in relation to the essential characteristics of those products – Article 6.1 & 2. The minimum contents of a Declaration of Performance (*DoP*) are specified in the Regulation and in a subsequent delegated act that relaxed some of the formatting requirements.
- d. The Declaration of Performance shall be drawn up using the model set out in Annex III, Article 6.4. Annex III gives a workable template for creating a suitable DOP but some of the formatting requirements have been relaxed.
- e. A copy of the Declaration of Performance of each product shall be supplied in paper form or by electronic means – Article 7.1. Additional legislation, in the form of a delegated act, governs how and when a DoP may be made available on a web site – Article 7.3 and Article 60. This includes registration on a government website thus agreeing to specific rules for making electronic DoPs available.
- f. A paper copy of the Declaration of Performance shall be supplied if the recipient requests it – Article 7.2.
- g. The CE marking shall be affixed to those construction products for which the manufacturer has drawn up a Declaration of Performance. If a Declaration of Performance has not been drawn up by the manufacturer, the CE marking shall not be affixed – Article 8.2. This means that the DoP and the relevant CE mark are inseparable.
- h. The CE marking shall be affixed visibly, legibly and indelibly to the construction product or to a label attached to it. Where it is not possible or not warranted, it shall be affixed to the packaging or the accompanying

## TTF Code of Conduct

documents – Article 9.1. This means that if the DoP is available on a website, the CE marking can be included there, provided that the URL of the DoP and/or the CE mark is quoted on the delivery documents.

- i. Importers shall place on the EU market only construction products which are compliant with the applicable requirements of the CPR – Article 13.1. Articles 13 and 15 are particularly important for importers and effectively impose on them equivalent obligations as if they were the manufacturer of the product being placed on the market. In some cases, this means that the importer is obliged to draw up their own DoP for the product on behalf of the manufacturer. This might be the case if the manufacturer has no capacity to create the DoP in an appropriate national language of a Member State.
- j. When making a construction product available on the market, distributors shall act with due care in relation to the requirements of the Regulation – Article 14. This means that even distributors who are merely traders have an obligation to ensure that performance information is given to the person or persons using the product.
- k. Annex V – Assessment and Verification of Constancy of Performance. Annex V lists various systems of assessment in which the obligations of the manufacturer and a notified certification body are defined. Which system is appropriate for which category of wood-based panel is specified in EN 13986. For example, panels intended for structural use are covered by system of assessment 2+, whereas wood-based panels whose reaction to fire performance has been enhanced by a clearly identifiable stage in their manufacture are covered by system of assessment 1.

While the above paragraphs highlight the main requirements for the general information of members, they are not intended to replace the full Regulation, which all members are hereby obliged to familiarise themselves with and thus establish an understanding of their own obligations under the Construction Products Regulation.

### Plywood – Glue Bond

Members should note that BS 6566, Part 8, was withdrawn in 1998. Therefore, the term 'WBP' is obsolete and Members should cease its use, even for plywood bonded with a phenol-based adhesive and meeting the full test requirements of this withdrawn standard. Consequently, any panel containing a non-phenol resin, or which includes mixture of glue lines cannot be described as 'WBP'.

CE Marking does not recognise the term 'WBP', and simply using a phenol-based resin does not automatically qualify plywood for any CE glue bond classification. All CE marked plywood must have undergone glue bond testing in its final lay-up according to BS EN 314. Variation of resin mix or application of additional face veneers could invalidate this testing. BS EN 314 testing determines which end-use Service Class from BS EN 636 the plywood may be suitable for:

- EN 636-1 for use in dry interiors
- EN 636-2 use in humid conditions
- EN 636-3 use in exterior conditions

Biological durability of veneer species will influence life expectancy of plywood, but at the present time this is not a production consideration (see paragraph below). The

## TTF Code of Conduct

decision of correct product rests with the designer who is advised to use the guidance in BS EN 335.

**NB:** *BS EN 335 has been revised more recently than EN 636. Consequently, EN 636 still refers to 'biological hazard class', whereas EN 335 now refers to 'use class'. These two terms may be regarded as interchangeable.*

Members should be aware that BS EN 636 recognises that plywood to be marked as 'Class 3' may use either naturally durable veneer species or preservative treatment. However, trade practice may mean any preservative treatment process does not necessarily occur until further down the supply chain.

**The Sale of Goods Act states that goods must match their description. This means that regardless of the marking, unless the plywood is in the appropriate preservative treated state at the time of delivery, Members may risk committing an offence if they use the description BE EN 636-3 when sold.**

Consideration should be given to a lower performance claim that matches the condition of the plywood at the point of delivery if using non-durable veneers. Information on appropriate surface coating and edge sealing requirements should always be made available to customers as these are essential to the long term performance of such products.

BS EN 13986 states that where formaldehyde-containing materials, particularly aminoplastic resins, have been added to the product as part of the production process, the product shall be tested and classified into one of two classes: E1 or E2. All members should now trade in product that meets the classification of E1.

The Standard requires the testing and declaration of formaldehyde emission class for all wood-based panels in construction. The only exception to the testing requirement is plywood using phenolic resin or isocyanate throughout, for which the manufacturer is permitted to declare Class E1 without testing. Plywood comprising any other type of resin or mixed gluelines, for instance when additional face veneers are applied, must be tested or re-tested to determine its correct formaldehyde emission class.

### Plywood – Structural Performance

A Certificate of Factory Production Control issued under system of assessment 2+ (CPR, Annex V) may attest that the manufacturer is capable of producing panels for a structural use. It does not oblige him to do so, nor is he restricted from making both structural and non-structural panels if he so chooses. However, he cannot make structural panels for the EU market without such a certificate and many importers use the term CE2+ as an abbreviation in their product descriptions intended to indicate that the panel is suitable for a structural use. Evidence that the claim is true can only be provided by a Declaration of Performance (DoP) raised in compliance with the CPR, which contains the mechanical values for strength arrived at by appropriate testing. The mechanical values may be expressed as specified value or technical class, defined in BS EN 636.

The UK Structural Timber Design Code BS 5268, Part 2, has been withdrawn and, for wood-based panels, entirely replaced by the European test framework (Eurocode 5), implemented by the Harmonised Standard EN 13986. In July 2013, reference to

## TTF Code of Conduct

BS 5268 was removed from Approved Document A of the Building Regulations.

### Plywood – Face Quality

The CE Marking system does not recognise the face quality terms in the withdrawn standard BS 6566, Part 6, such as 'BB/CC', and therefore simply using one of these terms does not automatically qualify as plywood for any performance classification.

Furthermore, within the CE marking criteria, quality of veneers used internally or on the face is not a defined requirement. However, Initial Type Testing of structural performance would require a definition of the quality of veneers used, even if this was only in terms of density.

Notwithstanding CE marking, Members may describe their products using the face quality terms in the withdrawn standard BS 6566, Part 6, if they so choose. However, panels which are fall-down grades should always be described as such to prevent mis-representation of the product.

The European standards describing face quality of plywood are BS EN 635, Part 2 for Hardwoods, and Part 3 for Softwoods.

### Other Wood-Based Panels

All wood-based panel products for construction applications, whether structural or non-structural, have tightly defined technical classes which should provide all the information necessary to correctly specify the product. The appropriate standards are listed below, and the descriptions used throughout the supply chain should always define a specific technical class, rather than simply relying upon the generic name of the product, eg OSB.

#### Particleboard Panels To Meet BS EN 312

P4	load-bearing, dry
P5	load-bearing, humid
P6	heavy-duty load-bearing, dry
P7	heavy-duty load-bearing, humid

#### OSB Panels To Meet BS EN 300

OSB/2	load-bearing, dry
OSB/3	load-bearing, humid
OSB/4	heavy-duty load-bearing, humid

#### Hardboard Panels To Meet BS EN 622-2

HB.LA	load-bearing, dry
HB.HLA1	load-bearing, humid
HB.HLA2	heavy-duty load-bearing, humid

#### Medium Board Panels To Meet BS EN 622-3

MBH.LA1	load-bearing, dry
MBH.LA2	heavy-duty load-bearing, dry
* MBH.HLS1	* load-bearing, humid
* MBH.HLS2	* heavy-duty load-bearing, humid

### Softboard Panels To Meet BS EN 622-4

- \* SB.LS                      \* load-bearing, dry
- \* SB.HLS                    \* load-bearing, humid

### Dry Process Boards (MDF) Panels To Meet BS EN 622-5

- MDF                        general purpose, dry
- MDF.H                    general purpose, humid
- MDF.LA                  load-bearing, dry
- \* MDF.HLS                \* load-bearing, humid

\* **Fibreboards** suitable only for structural applications where there are instantaneous or short-term loads only. The “S” in the type classification indicates this.

### Solid Wood Panels To Meet BS EN 13353

- SWP/1                      dry conditions
- SWP/2                      humid conditions
- SWP/3                      exterior conditions

### PanelGuide

Additional detailed technical information on Wood-Based Panels can be found in “PanelGuide”. A copy is available with the TTF website. This Guide is prepared as a collaborative project between the National Panel Products Division (TTF), Wood Panel Industries Federation and BM TRADA.

### Bibliography

**NB:** The latest available versions of all Standards referred to apply

- BS EN 300                  *Oriented Strand Board (OSB). Definitions, Classification And Specifications*
- BS EN 312                  *Particleboards. Specifications*
- BS EN 314                  *Plywood. Bonding Quality*
  - 1                            *Test Methods*
  - 2                            *Requirements*
- BS EN 335                  *Durability of wood and wood-based products. Use classes: definitions, application to solid wood and wood-based products*
  
- BS EN 622                  *Fibreboards. Specifications*
  - 1                            *General Requirements*
  - 2                            *Requirements For Hardboards*
  - 3                            *Requirements For Medium Boards*
  - 4                            *Requirements For Softboards*
  - 5                            *Requirements For Dry Process Boards (MDF)*
- BS EN 635                  *Plywood. Classification By Surface Appearance*
  - 1                            *General*
  - 2                            *Hardwoods*
  - 3                            *Softwoods*

## TTF Code of Conduct

-5	<i>Methods For Measuring And Expressing Characteristics</i>
BS EN 636	<i>Plywood. Specifications</i>
BS 1088	<i>Marine Plywood</i>
-1	<i>Requirements</i>
-2	<i>Determination of bonding quality using the knife test</i>
BS EN 13353	<i>Solid Wood Panels (SWP). Requirements</i>
BS EN 13986	<i>Wood-Based Panels For Use In Construction. Characteristics, Evaluation Of Conformity And Marking</i>
 <b>Withdrawn</b>	
BS 5268	<i>Structural Use Of Timber</i>
-2	<i>Code of Practice For Permissible Stress Design, Materials And Workmanship</i>
BS 6566	<i>Plywood</i>
Part 6	<i>Specification For Limits Of Defects For The Classification Of Plywood By Appearance</i>
Part 8	<i>Specification For Bond Performance Of Veneer Plywood</i>