

# CHAIN OF CUSTODY STATEMENT



GPS recognises its duty to responsibly source paper, from sustainable forests that are well managed, and when possible, according to the rules of the FSC (Forest Stewardship Council) and/or PEFC (Programme for the Endorsement of Forest Certification Schemes).

To achieve this, the company has established and maintained a 'Chain of Custody' system which is an integral part of the company's Integrated Management System -the 'Chain of Custody' system will allow GPS to reliably trace FSC/PEFC product back through the supply chain to the forests where it originated.

The CoC system is to be applied to all work undertaken by the company that requires CoC certification. It is based on the FSC/PEFC standard requirements and controls by means of procedures, all activities that are critical to the achievement of chain of custody.

The Systems Manager is responsible for implementing and maintaining the CoC system, but it is the responsibility of everyone in GPS that is involved in any operation that is critical to maintaining the chain of custody – admin, purchasing, goods-in, material storage and issue, prepress, printing, despatch and invoicing.

GPS is committed to the continual assessment and improvement of the CoC system through the analysis of data, system audits and the setting of objectives and targets.

To this end all relevant employees of the company will be committed to continual improvement in the chain of custody performance of the company.

GPS shall encourage the use of FSC/PEFC materials.

This statement will be made available to GPS employees, suppliers, customers and other interested parties.

A handwritten signature in blue ink that reads 'Helen McClay'.

**Helen McClay**  
Chairperson

November 2014