

Guidelines		
PEFC Notification of certification bodies operating chain of custody certification in countries without a PEFC National Governing Body	Adopted 26 October 2006	GL 6/2006

**PEFC NOTIFICATION OF CERTIFICATION BODIES OPERATING
CHAIN OF CUSTODY CERTIFICATION IN COUNTRIES WITHOUT A
PEFC NATIONAL GOVERNING BODY**

TABLE OF CONTENTS

1	OBJECTIVES	2
2	SCOPE.....	2
3	CONDITIONS FOR PEFC NOTIFICATION.....	2
4	PEFC NOTIFICATION ISSUANCE PROCEDURES	3
5	OBLIGATIONS OF THE PEFC NOTIFIED CERTIFICATION BODY	3
6	VALIDITY OF THE PEFC NOTIFICATION.....	3

TABLE OF APPENDIXES

- Appendix 1: PEFC Notification Contract
- Appendix 2: Application for PEFC Notification
- Appendix 3: Tariffs of PEFC Notification Fee

1 Objectives

These guidelines describe the rules for the PEFC notification of certification bodies which undertake PEFC recognised chain of custody certification ..

2 Scope

These guidelines are based on chapter 6 of *Annex 6 (Certification and Accreditation Procedures)*.

These guidelines were adopted by the PEFC Council Board of Directors on 26 October 2006 and cover the PEFC Notification by the PEFC Council of certification bodies providing certification for the PEFC chain of custody (*Annex 4 - Chain of Custody of Forest Based Products - Requirements*) in countries where there is no PEFC National Governing Body authorised to undertake the PEFC notification of certification bodies on behalf of the PEFC Council.

Where there is a relevant PEFC National Governing Body in a country in which the certification body is providing PEFC recognised certification, the certification body shall apply to it to obtain the PEFC notification.

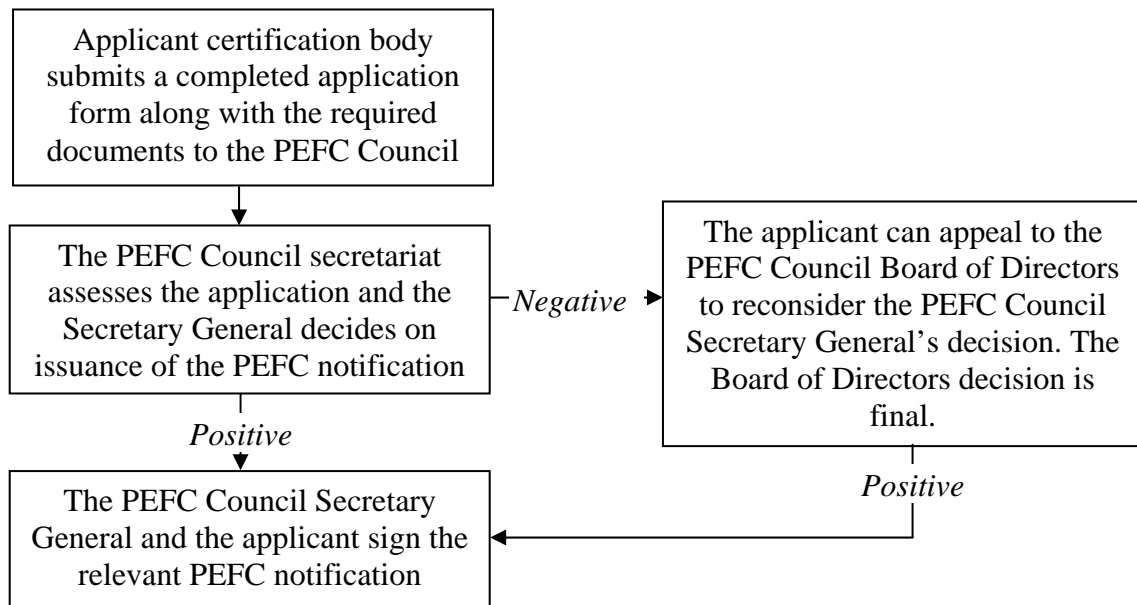
In exceptional circumstances, the PEFC Council can also issue a PEFC notification to a certification body providing certification to the PEFC chain of custody, in a country with a PEFC National Governing Body where the PEFC notification cannot be issued by the relevant PEFC National Governing Body or for any other reasons decided by the PEFC Council. The PEFC Council will inform the relevant PEFC National Governing Body before any PEFC Notification, which covers the certification body for the relevant country, is issued.

3 Conditions for PEFC notification

The certification body applying for PEFC notification from the PEFC Council shall:

- be a legal entity;
- agree to be listed on the publicly available PEFC Council Internet database including the certification body's identification data and / or other data as specified in the *Internal Rules for the PEFC Registration system*;
- have valid accreditation issued, by a national accreditation body which is a member or a part of IAF (International Accreditation Forum). The accreditation shall be issued against ISO Guide 65 (General requirements for certification / registration bodies operating product certification) and the scope of the accreditation shall explicitly include Annex 4 (*Chain of Custody of Forest Based Products – Requirements*);
- sign a PEFC notification contract with the PEFC Council (*Appendix 1*).

4 PEFC notification issuance procedures



5 Obligations of the PEFC notified certification body

The PEFC notified certification body shall:

- Carry out the chain of custody certification against Annex 4 (*Chain of Custody of Forest Based Products – Requirements*) within the scope of the valid accreditation;
- Inform the PEFC Council about any changes in its accreditation, the scope of which covers the chain of custody certification;
- Provide the PEFC Council, without delay, with information on every chain of custody certificate it issues to an organisation in the country covered by the PEFC notification and /or information on any changes to already issued certificates. The range of data is specified by the PEFC Council;
- Pay the PEFC Council the annual PEFC notification fee for every issued certificate based on an invoice issued by the PEFC Council. The level of the PEFC notification fee is set out in *Appendix 3* to this document. The fees included in *Appendix 3* can be changed by a decision of the PEFC Council Board of Directors.

6 Validity of the PEFC notification

The PEFC notification is valid for the period of the validity of the certification body's accreditation. The PEFC notification can be terminated or suspended by the PEFC Council if the notification contract is violated.

PEFC Notification Contract

Between

- (1) **The Programme for the Endorsement of Forest Certification schemes**, hereafter the “PEFC Council”, having its registered office at World Trade Center 1, 10, Route de l’Aéroport, CH-1215 Geneva, Switzerland

And

- (2) ***Name and registered address of the certification body (hereafter the notified certification body)***

Whereas *name of the certification body* is a PEFC Notified Certification Body operating chain of custody certification which is recognised by the PEFC Council;

Whereas the PEFC Council is the governing body of the Programme for the Endorsement of Forest Certification schemes and is an owner of the PEFC logo and PEFC claims;

Whereas the PEFC Notified Certification Body is to be granted a PEFC notification and will be allowed to issue the PEFC recognised chain of custody certificates within the scope of the valid accreditation to organisations which are registered in countries without the PEFC National Governing Bodies, as presented at the website www.pefc.org;

Now, therefore the above said parties agree to the following:

Article 1

Definitions:

1. Chain of Custody of Forest Based Products – Requirements -
This is Annex 4 to the PEFC Council Technical Document, which forms part of the contractual documentation and is found in the annex of this contract. Annex 4 is valid as stated now and as may be from time to time altered by the PEFC Council.
2. Certification and Accreditation Procedures
This is Annex 6 to the PEFC Council Technical Document, which forms part of the contractual documentation and is found in the annex of this contract. Annex 6 is valid as stated now and as may be from time to time altered by the PEFC Council.
3. Tariffs of PEFC Notification Fee -
This is the Appendix to the PEFC Council Guideline *PEFC Notification of certification bodies operating chain of custody certification in countries without a PEFC National Governing Body*, which forms part of the contractual documentation and is found in the annex of this contract.

SPECIMEN

Article 2: Responsibilities of the PEFC Notified Certification Body

The PEFC Notified Certification Body is obliged to:

1. Have and keep valid accreditation issued in compliance with Annex 6 of the PEFC Technical Document (*Certification and Accreditation Procedures*) and to inform the PEFC Council immediately about any changes in the accreditation. The PEFC Notified Certification Body will provide, at the beginning of each year as well as each time it is so requested, updated evidence that it still meets the requirements of valid accreditation.
2. Carry out the chain of custody certification against Annex 4 (*Chain of Custody of Forest Based Products – Requirements*) within the scope of the valid accreditation.
3. Provide the PEFC Council immediately and truthfully with information on every chain of custody certificate issued to an organisation in the country covered by the PEFC notification and /or inform of any changes to already issued certificates within the range of data as specified by the PEFC Council.
4. Pay the PEFC Council the annual PEFC notification fee for every certificate issued based on an invoice issued by the PEFC Council. The amount of the fees is specified in the Tariffs of PEFC Notification Fee and can be changed by the PEFC Council during the validity of the contract. The corresponding change in the contract between PEFC Council and the PEFC Notified Certification Body concerning the fees takes effect the following year after the PEFC Council has informed the PEFC Notified Certification Body, in writing, of the change.
5. Agree to be listed on the publicly available PEFC Council internet database including the certification body's identification data and/or other data as specified in the internal rules for the PEFC registration system.

Article 3: Responsibilities of the PEFC Council

1. The PEFC Council recognises the certificates issued by the PEFC Notified Certification Body in compliance with this contract and provides holders of the certificates with access to the PEFC Logo usage license under the conditions specified by the PEFC Council.
2. The PEFC Council is obliged to inform the PEFC Notified Certification Body of any changes to the PEFC Council regulations and documentation which affect this contract.

Article 4: Contract Termination

1. The PEFC Council as well as the PEFC Notified Certification Body may terminate the contract with three-months prior notice by registered letter.
2. The PEFC Council may suspend the contract with the immediate effect if there are reasons to believe that any provision of the PEFC notification contract is not being adhered to.
3. Withdrawal, suspension or the end of the validity of the PEFC Notified Certification Body's accreditation, will result in automatic termination of the contract with effect on the same

SPECIMEN

date as the withdrawal, suspension or the end of the validity of the accreditation.

4. No PEFC notification fee is refunded to the PEFC Notified Certification Body in case of temporary suspension or termination of the contract according to the Article 4, bullet 1, 2 and 3.
5. PEFC Council is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the PEFC Notified Certification Body.

Article 5: Validity of the Contract

The contract enters into force when it has been signed by both parties.

Article 6: Governing Law - Jurisdiction

1. This contract is subject to Swiss law.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of the Canton of Geneva, subject to a right of appeal to the Swiss Federal Supreme Court.

Signed in duplicate.

In Geneva on DD.MM.YYYY

In

on DD.MM.YYYY

For and on behalf of
the PEFC Council

For and on behalf of
the PEFC Notified Certification Body

SPECIMEN

APPLICATION FOR PEFC Notification

I. Applicant's Identification Data

Organisation name			
Registration number			
Organisation's representative			
Address	Street, No.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

II. Information and Documents for Application Processing:

(only if logo user group C)

Accreditation number / expire date of validity	
Accreditation Body Name	
Documents required for the Application Processing: <input type="checkbox"/> Copy of the accreditation attestation issued against ISO Guide 65 and which scope explicitly covers certification against Annex 4 of the PEFC Technical Document.	

IV. Self-Declaration:

I hereby confirm that:

- I have read the PEFC Council's regulations concerning PEFC certification and notification and accept them,
- The data included in this application is complete and truthful.

Signature of applicant's representative
(given in Section I)

--

SPECIMEN

APPLICATION PROCESSING FORM

(Completed by the PEFC Council Secretariat)

I. Application Processing:

		Date	Signature
Date application received	<input type="checkbox"/> Yes		
Fulfilment of the PEFC requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contract signed by the PEFC Council sent to the applicant	<input type="checkbox"/> Yes		
Both parties signed contract received	<input type="checkbox"/> Yes		

II. PEFC Notification Fee Payment:

Year	Amount	Paid on Date	Signature

III. Application Appeal Process:

		Date	Signature
Appeal received	<input type="checkbox"/> Yes		
Appeal processed with decision	<input type="checkbox"/> Positive <input type="checkbox"/> Negative		

IV. Suspension and Termination of the PEFC notification:

Statutes of Decision	Date	Penalty

SPECIMEN

Tariffs of PEFC Notification Fee

Turnover of the PEFC certified organisation		PEFC notification fee
Forest related industries	up to 1 Million EUR turnover	50 EUR
	Over 1 Million EUR to 10 Million EUR turnover	100 EUR
	Over 10 Million EUR to 1 Billion EUR turnover	200 EUR
	Over 1 Billion EUR turnover	500 EUR

In case of multi-site certification the multi-site organisation's turnover is calculated as a sum of turnovers of sites covered by the multisite organisation.