

GABONESE ASSOCIATION OF THE PAN-AFRICAN FORESTRY CERTIFICATION SYSTEM

PAFC GABON



PAFC GABON FOREST CERTIFICATION SCHEME

**PAFC Gabon notification procedure for
certifying bodies providing Chain of Custody
and forest certification**

Version 2.3 – February 2014

With the collaboration of:

ECOFORAF



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Approved by: PAFC Gabon General Assembly

Date: 12 July 2013

Issue date (Application):endorsement date by the PEFC Council

Transition date: no longer than one year after the endorsement date by the PEFC Council

1. Objectives

This procedure describes the rules for notification by PAFC Gabon of certifying bodies carrying out accredited Chain of Custody and sustainable forest management certification in accordance with PAFC Gabon requirements.

2. Scope

These guidelines are based on the PAFC Gabon forest certification scheme.

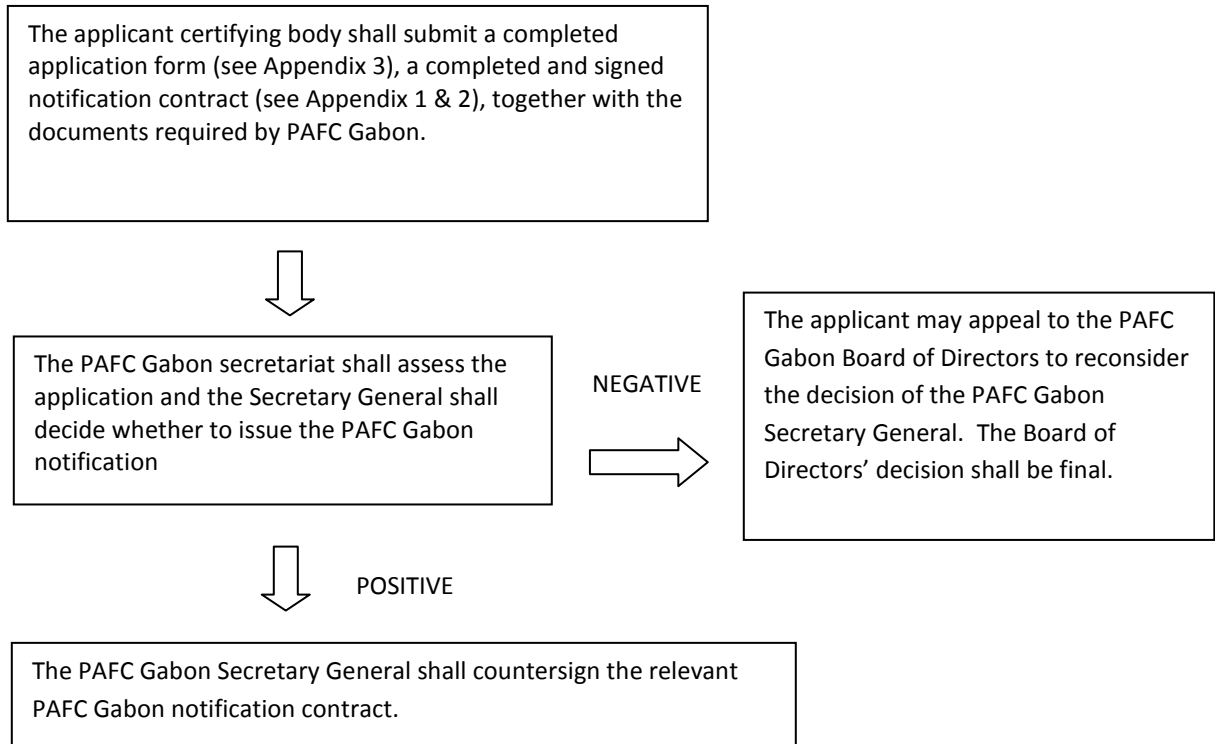
This procedure was drawn up by the PAFC Gabon secretariat. It covers notification by PAFC Gabon of certifying bodies carrying out PEFC Chain of Custody certification and PAFC Gabon forest certification

3. PAFC Gabon notification conditions

The certifying body requesting notification from PAFC Gabon must:

- be a legal entity;
- agree to be listed on the publicly available online databases of the PEFC Council and PAFC Gabon which includes the certifying body's identification data.
- have valid accreditation issued by a national accrediting body that is a member or of or belongs to the IAF (International Accreditation Forum). The accreditation must be issued in accordance with ISO Guide 65 for Chain of custody certification and ISO/IEC 17021 for sustainable forest management certification.
 - **For Chain of Custody certification**, the scope of the accreditation must make explicate reference to the PAFC Gabon's technical documents, *Chain of Custody of forest and wood products – Requirements and rules for use of the PEFC logo*;
 - **For forest certification**, the scope of the accreditation must make explicit reference to PAFC Gabon's Forest Certification Scheme.
- sign a notification contract with PAFC Gabon (Appendix 1 and Appendix 2).

4. PAFC Gabon notification issuance procedures



5. Obligations of the PAFC Gabon Notified Certifying Body

The PAFC Gabon Notified Certifying Body must:

- provide Chain of Custody certification within the scope of the valid accreditation, referring to the PAFC Gabon's "Technical Documents"(Chain of Custody of forest and wood products – Requirements and Rules for use of the PEFC logo);
- provide forest management certification within the scope of the valid accreditation in accordance with the PAFC Gabon Scheme.
- Inform PAFC Gabon of any changes to its accreditation, the scope of which covers Chain of Custody and sustainable forest management certification;
- provide PAFC Gabon without delay with information on every PAFC Gabon Chain of Custody and sustainable forest management certificate that it issues in Gabon and/or information on any changes to certificates already issued. The range of data shall be specified by PAFC Gabon;
- pay an annual notification fee to PAFC Gabon for each Chain of Custody certificate issued and valid (see Appendix 4) or each sustainable forest management certificate issued and valid (see Appendix 5).

6. Validity of PAFC Gabon notification

PAFC Gabon notification is valid for the period of the validity of the certifying body's accreditation.

PAFC Gabon shall set up a mechanism to monitor and control the enforcement and the compliance with the PEFC Logo usage rules (PEFC ST 2001:2008). PAFC Gabon shall take actions, including legal if necessary, to protect the PEFC Logo trademark.

PAFC Gabon notification may be terminated or suspended by PAFC Gabon if the notification contract is violated.

Appendix 1: PAFC GABON NOTIFICATION CONTRACT FOR CHAIN OF CUSTODY CERTIFICATION

<p style="text-align: center;">BETWEEN:</p> <p style="text-align: center;">PAFC Gabon, BP 5522 LIBREVILLE GABON,</p> <p style="text-align: center;">AND</p> <p style="text-align: center;">➤ (<i>name of certifying body</i>)</p>

Whereas (*name of certifying body*) is a PAFC Gabon Notified Certifying Body providing Chain of Custody certification in accordance with PAFC Gabon requirements;

Whereas PAFC Gabon is a member of the Programme for the Endorsement of Forest Certification Schemes for Gabon and is authorised to use the PEFC logo and claims for Gabon;

Whereas the PAFC Gabon Notified Certifying Body is to be granted a PEFC Gabon notification and shall be authorised to issue PEFC recognised Chain of Custody certificates within the scope of the valid accreditation to client organisations whose registered office is located in Gabon;

Consequently, the parties agree to the following:

Article 1

Definitions:

1. Chain of Custody for forest product – Requirements

This refers to the technical document (Chain of Custody of forest and wood products - Requirements) validated by the PAFC Gabon General Assembly **on 26 October 2006**, which forms an integral part of the contractual documents and is attached as an appendix to this contract.

2. Rules for use of the PEFC logo

This refers to the technical document (Rules for use of the PEFC logo) validated by the PAFC Gabon General Assembly **on 26 October 2006**, which forms an integral part of the contractual documents and is attached as an appendix to this contract. The document is valid in its current state and may occasionally be amended by the PEFCC.

3. Requirements for PEFC Chain of Custody certifying bodies

These are part of the PAFC Gabon Scheme and form an integral part of the contractual documents and

are attached as an appendix to this contract.

4. PAFC notification fees

Each Notified Certifying Body must pay a notification fee to PAFC Gabon for every Chain of Custody certificate issued and valid.

PAFC Gabon notification fees in Gabon and terms of payment may be found in Appendix 4 of the PAFC Gabon notification procedure. It forms an integral part of the contractual documents and is attached as an appendix to this contract.

This requirement is applicable as of **1st September 2008**. Before this date, no notification fee shall be due to PAFC Gabon.

Article 2: Obligations of the PAFC Gabon Notified Certifying Body

The PAFC Gabon Notified Certifying Body is obliged to:

1. have and retain valid accreditation issued in compliance with the Requirements for sustainable forest management certifying bodies and accreditors of the PAFC Gabon scheme, and must inform PAFC Gabon without delay of any changes to the accreditation. At the start of every year and whenever requested to do so, the PAFC Gabon Notified Certifying Body shall provide updated evidence that it still meets the requirements of valid accreditation.
2. provide Chain of Custody certification in accordance with the PAFC Gabon technical document (Chain of Custody for forest products – Requirements) and check that the logo is being correctly used in compliance with the procedure (Requirements for use of the PEFC logo) within the scope of the valid accreditation.
3. provide PAFC Gabon without delay and in good faith, with information on every Chain of Custody certificate issued to a client organisation whose registered office is located in Gabon and / or information on any changes to certificates already issued. A copy of certificates issued or amended must be systematically sent to PAFC Gabon together with the "client organisation profile form" (fiche entreprise) containing all the information on the certified organisation (Appendix 6 of the notification procedure).
4. pay an annual notification fee to PAFC Gabon for each certificate issued and valid. PAFC Gabon notification fees in Gabon and terms of payment are listed in Appendix 4 of the notification procedure

This requirement is applicable as of **1st September 2008**.

5. agree to be listed on the publicly available PEFC C online database, which contains the certifying body's identification data and/or other data as specified in the internal rules for the PEFC registration system.

Article 3: Responsibilities of PAFC GABON

1. PAFC Gabon shall recognise the certificates issued by the PAFC GABON Notified Certifying Body in compliance with this contract and shall systematically provide holders of the certificates with free access to the PEFC Logo usage license under the conditions specified by PAFC Gabon.
2. PAFC Gabon is obliged to inform the Notified Certifying Body of any changes to its regulations and documentation that affect this contract.

Article 4: Termination of the contract

1. PAFC Gabon and the PAFC Gabon Notified Certifying Body may terminate the contract by serving a three-month notice period sent by recorded delivery.
2. PAFC Gabon may suspend the contract with immediate effect if there are reasons to believe that any provision of the PAFC Gabon notification contract is not being adhered to.
3. Cancellation, suspension or end of validity of the PAFC Gabon Notified Certifying Body's accreditation, shall result in automatic termination of the contract with effect on the same date as the cancellation, suspension or end of validity of the accreditation.
4. No PAFC Gabon notification fee may be refunded to the PAFC Gabon Notified Certifying Body in the event of the temporary suspension or termination of the contract in accordance with Article 4, clauses 1, 2 and 3.
5. PAFC Gabon is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the PAFC Gabon Notified Certifying Body.

Article 5: Validity of the contract

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

Article 6: Jurisdiction in the event of a dispute

This contract is subject to the law of Gabon. Any disputes or lawsuits concerning this contract may be brought before the courts in the judicial district of Libreville.

Signed in duplicate.

In Libreville, on

In....., on.....

For and on behalf of

For and on behalf of

PAFC Gabon

PAFC Gabon Notified Certifying Body

Appendix 2: PAFC GABON NOTIFICATION CONTRACT FOR SUSTAINABLE FOREST MANAGEMENT CERTIFICATION

BETWEEN:

PAFC Gabon, notified for Gabon by the PEFC Council (PEFCC)

AND

➤ (*name of certifying body*)

Whereas (*name of certifying body*) is a PAFC Gabon Notified Certifying Body carrying out sustainable forest management certification in accordance with PAFC Gabon requirements;

Whereas PAFC Gabon is a member of the Programme for the Endorsement of Forest Certification Schemes for Gabon and is authorised to use the PEFC logo and claims for Gabon;

Whereas the PAFC Gabon Notified Certifying Body is to be granted a PEFC Gabon notification and shall be authorised to issue, in Gabon, PEFC sustainable forest management certificates within the scope of the valid accreditation;

Consequently, the parties agree to the following:

Article 1

Definitions:

1. PAFC Gabon sustainable forest management certification – Requirements

This refers to the PAFC Gabon Scheme, which comprises a set of standardisation documents, officially adopted by PAFC Gabon on 17 April 2008.

2. Requirements for sustainable forest management certifying bodies and accreditors

This refers to the document adopted by PAFC Gabon on 17 April 2008, which forms an integral part of the contractual documents and is attached as an appendix to this contract.

Article 2: Obligations of the PAFC Gabon Notified Certifying Body

The PAFC Gabon Notified Certifying Body must:

1. have valid accreditation issued by a national accrediting body that is a member or of or belongs to the IAF (International Accreditation Forum) in compliance with the PAFC Gabon Scheme. The accreditation must be issued in compliance with ISO/IEC 17021 and ISO Guide 66.

The scope of the accreditation must make explicit reference to the PAFC Gabon Forest Certification Scheme.

2. inform PAFC Gabon without delay of any changes to the accreditation. At the start of every year and whenever requested to do so, the Notified Certifying Body must provide updated evidence that it still meets the requirements of valid accreditation.
3. provide sustainable forest management certification in accordance both with the requirements laid down in the PAFC Gabon scheme and those set by the accreditation.
4. provide PAFC Gabon without delay and in good faith with information on every sustainable forest management certificate issued within Gabon or any changes to certificates already issued.
5. agree to be listed on the publicly available PEFC Council online database, which contains the certifying body's identification data and/or other data as specified in the internal rules for the PEFC registration system.
6. pay a PAFC Gabon annual notification fee to PAFC Gabon for each certificate issued and valid. PAFC Gabon notification fees in Gabon and terms of payment are listed in Appendix 5 of the notification procedure

Article 3: Responsibilities of PAFC Gabon

1. PAFC Gabon shall recognise the certificates issued by the PAFC Gabon Notified Certifying Body in compliance with this contract and shall systematically provide holders of the certificates with free access to the PEFC Logo usage license under the conditions specified by PAFC Gabon.
2. PAFC Gabon is obliged to inform the PAFC Gabon Notified Certifying Body of any changes to its regulations and documentation that affect this contract.

Article 4: Termination of the contract

1. PAFC Gabon and the PAFC Gabon Notified Certifying Body may terminate the contract by serving a three-month notice period sent by recorded delivery.
2. PAFC Gabon may suspend the contract with immediate effect if there are reasons to believe that any provision of the PAFC GABON notification contract is not being adhered to.
3. Cancellation, suspension or end of validity of the PAFC GABON Notified Certifying Body's accreditation, shall result in automatic termination of the contract with effect on the same date as the cancellation, suspension or end the validity of the accreditation.
4. PAFC Gabon is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the PAFC Gabon Notified Certifying Body.

Article 5: Validity of the contract

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

Article 6: Jurisdiction in the event of a dispute

This contract is subject to the law of Gabon. Any disputes or lawsuits concerning this contract may be brought before the courts in the judicial district of Libreville.

Signed in duplicate.

In Libreville, on

In....., on.....

For and on behalf of

For and on behalf of

PAFC Gabon

the PAFC Gabon Notified Certifying Body

Appendix 3: APPLICATION FOR PAFC GABON NOTIFICATION

I. Applicant's Identification Data

Organisation name			
Registration number			
Organisation's representative			
Address	Street, No.		
	Town or city	Post code	
	Country		
Contact person			
Telephone		Fax	
Email		Web site	

II. Information and Documents required for processing the application:

(only for logo user group C)

Accreditation number / expiry date of validity	
Name of accrediting body	
Documents required to process the application:	
<input type="checkbox"/> Copy of the accreditation attestation issued in accordance with ISO Guide 65, the scope of which explicitly covers certification in accordance with Appendix 4 of the PEFC Technical Document.	
<input type="checkbox"/> Copy of the accreditation attestation issued in accordance with ISO/IEC 17021, the scope of which explicitly covers sustainable forest management certification in accordance with the PAFC Gabon Forest Certification Scheme.	

III. Self-Declaration

I hereby confirm that:

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

Signature of applicant's representative

Appendix 4: PAFC Gabon notification fee for certifying bodies providing Chain of Custody certification.

Document in the process of validation by the Board of Directors of PAFC Gabon

Valid as of 1st September 2008

1. Calculation of the notification fee for certifying bodies providing Chain of Custody certification.

Each PEFC certifying body providing Chain of Custody certification must be notified by the PEFC national governing body from the country where the Chain of Custody certificates are to be issued¹.

To be notified by PAFC Gabon, each certifying body must pay an annual fee, in Gabon, for every PEFC Chain of Custody certificate issued and valid.

The fee is based on the overall annual turnover of the certified organisation (to be given on the profile form when carrying out the initial audit and to be updated each year during annual monitoring audits), based on the table below:

Turnover (€)	Amount of fee excl. VAT (€)
Below 1.5 million	150
Between 1 500 001 and 5 million	350
Between 5 000 001 and 15 million	750
Between 15 000 001 and 50 million	1500
Between 50 000 001 and 1 billion	4000
Over 1 billion	3500

¹**Reminder:** In the particular case of PEFC Chain of Custody certification for a multi-site organisation, where sites are situated in more than one country, the PEFC national governing body of the country where the multi-site organisation's registered office is located shall be competent.

2. Calculation of the notification fee in a specific case

In the case of a multi-sites certification, either an organisation made up of a group of sites, or a group of companies, the fee for notification by certifying bodies is calculated as follows:

1. A notification fee is calculated **for each of the sites** (See point 1).
2. All the fees are added together to obtain a global fee for the multi-sites certification.

3. How to pay the fee

PAFC Gabon shall send an invoice once a year to the PAFC Gabon Notified Certifying Body. The invoice shall be issued at the end of the calendar year and shall account for all annual notification fees owed per certified organisation.

Only the date of issue of the valid Chain of Custody certificate may be used as an annual reference basis for calculating notification invoices.

Invoices are to be paid into the following bank account:

XXXXXXXXXXXXXXXXXX

Payment schedule: 60 days end of month.

Appendix 5: PAFC Gabon notification fee for certifying bodies providing sustainable forest management certification.

Document in the process of validation by the Board of Directors of PAFC Gabon

Valid as of 1st September 2008

1. Calculation of the notification fee for certifying bodies providing sustainable forest management certification.

Each PEFC sustainable forest management certifying body must be notified by the **PEFCC national governing body** from the country where the sustainable forest management certificates are to be issued.

To be notified by PAFC Gabon, each certifying body must pay an annual fee, in Gabon, for every PEFC sustainable forest management certificate issued and valid.

The fee is based on the certified organisation's surface area (to be given on the profile form when carrying out the initial audit and to be updated each year during annual monitoring audits), based on the table below:

Amount of fee excl. VAT (€)/ha: €0.00487

2. How to pay the fee

PAFC Gabon shall send an invoice once a year to the PAFC Gabon Notified Certifying Body. The invoice shall be issued at the end of the calendar year and shall account for all annual notification fees owed per certified organisation.

Only the date of issue of the sustainable forest management certificate may be used as an annual reference basis for calculating notification invoices.

Invoices are to be paid into the following bank account:

XXXXXXXXXXXXXXXXXX

Payment schedule: 60 days end of month.

Appendix 6: Standard client organisation profile form

(To be completed by the client organisation and to be sent to PAFC Gabon)

1. CLIENT ORGANISATION (information to be published on www.pefc.org)	
Organisation name:	
Address (registered office):	
Postcode:	Town:
Tel:	Fax:
Email:	Website:
In the case of multi-sites, name of the site:	Name of site:
Industry sector:	
<input type="checkbox"/> Forestry operations	<input type="checkbox"/> Saw mill
<input type="checkbox"/> Timber / processing industry	<input type="checkbox"/> Boards
<input type="checkbox"/> Trader	<input type="checkbox"/> Importer
<input type="checkbox"/> Pulp and paper	<input type="checkbox"/> Paper distributor
<input type="checkbox"/> Printing	
2. CHAIN OF CUSTODY (information will not be disclosed)	
VAT no.:	
Member of a timber industry federation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:
Your organisation's overall turnover:	
Number of employees:	
Method used: <input type="checkbox"/> Physical separation <input type="checkbox"/> Percentage	
Supply source: <input type="checkbox"/> Gabon <input type="checkbox"/> Gabon and neighbouring countries <input type="checkbox"/> Europe <input type="checkbox"/> World	
Why does your organisation wish to obtain PEFC certification?	
3. PEFC CHAIN OF CUSTODY CONTACT PERSON	
Surname and first name:	
Telephone:	Fax:
Email:	Preferred working language: <input type="checkbox"/> Fr <input type="checkbox"/> GB